

Request to Reschedule or Cancel Administrative Interview or Hearing

Use this form to reschedule or cancel an administrative interview or hearing. Complete the appropriate section and mail or fax to the Hearing Examiner's fax number/address listed on the interview/schedule letter.

Driver/Hearing information – required

Name of driver (<i>Last, First, Middle Initial</i>)	Washington driver license number	Date of birth (<i>mm/dd/yyyy</i>)
Date and time of interview or hearing	Name of Hearing Examiner	
Type of interview or hearing (for example, DUI, habitual traffic offender, fraud, continuing offenses, financial responsibility, medical, etc.)		

Reschedule – to reschedule an administrative interview or hearing, complete this section

Reason for rescheduling	
New interview/hearing date and time	(Area code) Telephone number to contact you for the new interview or hearing date/time
<p><i>By signing this form, I understand that I waive my right to receive notice and have my hearing or interview within the timeframe set by rule or law.</i></p>	
<p>X</p>	Date signed
<p style="text-align: center;">Signature of driver or representing attorney</p>	
<p style="text-align: center;">PRINT OR TYPE Name</p>	

Cancel – to cancel an administrative interview or hearing, complete this section

Reason for cancellation (<i>check one</i>)	
<input type="checkbox"/> Petitioning for a deferred prosecution on a DUI (does not apply to refusing the test). You must also submit the Intent to Seek Deferred Prosecution form (DR-500-006) available at dol.wa.gov .	
<input type="checkbox"/> Applying for an Ignition Interlock License (IIL). For more information about IIL, visit dol.wa.gov .	
<input type="checkbox"/> Other reason (<i>please explain</i>):	
<p><i>By signing this form, I understand that I waive my right to any further appeal of the Department of Licensing action. I understand the Department will proceed with the administrative action against my driving privilege.</i></p>	
<p>X</p>	Date signed
<p style="text-align: center;">Signature of driver or representing attorney</p>	
<p style="text-align: center;">PRINT OR TYPE Name</p>	

RCW 46.20.308(9); 46.20.385
WAC 308-103-080