



INSTRUCTIONS

For Preparing the BMV 2255 for OVI / Physical Control / Refusal Arrest

All items must be completed on the form in order for the BMV to process the suspension onto the driving record of the individual.

A. Identifying Information

1. Driver's information:
 - a. Enter driver's name, driver license #, class of driver license & state.
 - b. Verify and enter current address of driver (enter only one address).
 - c. Enter driver's date of birth and social security number.
2. Violation Information:
 - a. Enter date and time of violation.
 - b. Enter date and time of refusal/test.
 - c. Enter the four-digit court code of court that will hear OVI / Physical Control.
 - d. Enter the county in which the violation occurred.
3. Vehicle Information:
 - a. Verify and enter VIN # (1981 model years and beyond have 17 characters).
 - b. Enter year and make of vehicle.
 - c. Enter plate number, type of plate and state of issuance.
 - d. Enter vehicle owner information.
 - e. Enter address where vehicle will be stored.

B. Questions for ALS

1. Document the reasonable grounds for OVI or Physical Control arrest before test.
2. Circle whether the arrest was an OVI arrest or a Physical Control arrest.
3. Check appropriate box if offender refused to submit to test (s).
4. If the offender submitted to the test, indicate test level and circle type of test. NOTE: If level is below the required level, the offender will not be placed under an ALS. Forward all information to the court. **If the offender submitted to the test, the test score must be entered.**
5. Check box for **"Was placed under an Administrative License Suspension."** If the box is not checked, then the ALS cannot be imposed.
6. Check box if driver license was seized.
7. Check box if offender was provided a copy of this form at time of arrest.
8. If offender submits to test(s) and test results are not immediately available, do not impose the ALS until results are available and offender is notified.
9. The person must submit to the chemical test or tests, subsequent to the request of the arresting officer, within two hours of the time of the alleged violation and, if the person does not submit to the test or tests within that two-hour time limit, the failure to submit automatically constitutes a refusal to submit to the test or tests.
10. Document the reasonable grounds for the OVI/Physical Control arrest before test.
11. If the subject tested for a controlled substance or metabolite, circle the test type.
12. Specify the controlled substance and/or metabolite results: Please note the results should be provided in ng/ml.
13. Check if the subject tested positive for a prohibited level of marijuana metabolite and was under the influence of alcohol and/or a drug of abuse.
14. Please note: Under ORC 4511.19 (J)(viii)(I), the prohibited level of marijuana metabolite, in conjunction with a person being under the influence of alcohol, a drug of abuse, or a combination of the two, is 15 nanograms per milliliter of urine or 5 nanograms per milliliter of whole blood, blood serum, or plasma. Check the appropriate box and list the marijuana metabolite test results if the subject tested positive for prohibited level of marijuana metabolite and was under the influence of alcohol and/or a drug of abuse.
15. If the subject tested over a prohibited level for a controlled substance or metabolite, indicate the date the results were received and indicate the date the subject was served with the notice of Administrative License Suspension.

OVER

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C. Vehicle Sanctions

1. Check box if the plates were seized.
2. Check box if vehicle was seized as a result of an arrest for OVI.
3. Check box if vehicle was seized as a result of an arrest for DUS or wrongful entrustment of a motor vehicle.
4. Check boxes if vehicle is subject to immobilization / forfeiture.

NOTE: Do not send this form to BMV if this arrest is only for DUS or Wrongful Entrustment of a Motor Vehicle

D. CDL Information

Complete this block only if the offender was operating a commercial vehicle. Officer to read the advice on back of form BMV 2255 (ORC 4506.17) and indicate that the advice was read and shown by checking the box.

1. Indicate if a refusal.
2. Indicate test results if test was taken.
3. Check appropriate remaining boxes.

E. Offender's Signature

1. Have offender (driver) sign.
2. If the offender refuses to sign, check refused to sign box.

F. Signatures

All signatures on bottom portion of form, "Complete below only for OVI / Physical Control Arrest", must be included in order for BMV to process.

1. Arresting officer must sign, followed by signature of witness. This indicates that the officer in fact has read the advice to the offender.
 - a. Complete County in affidavit portion.
2. Enforcement agency of arresting officer must be indicated.
3. In general, the four (4) digits that are required are positions four (4) through seven (7) of your nine (9) character NCIC number. Check with your agency head if you have any questions.

NOTE: OSHP, Columbus PD, and Cincinnati PD – Please check with your agency for the four (4) digits of the NCIC number to use.

4. Enter arresting officer's business street address.
5. Officer must sign form again in presence of a notary public or deputy clerk of court.
6. Notary or deputy clerk must sign form.
 - a. If notary signs, must include seal and commission stamp. Must also indicate date sworn to.
 - b. If deputy clerk signs, must include court seal/stamp and city.

G. When all of the above have been completed, distribute the copies as follows:

NOTE: Only mail BMV 2255 if there was an Administrative License Suspension imposed, or if there was an arrest involving a commercial vehicle.

White - to BMV (use 2257 envelope), include driver license

Canary - Law Enforcement

Pink - Court

Goldenrod - Offender

