

**DEPARTMENT TRAFFIC COORDINATOR
COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU**

NOTICE
16.2

September 23, 2013

TO: All Commanding Officers

FROM: Department Traffic Coordinator, Counter-Terrorism and Special Operations Bureau

SUBJECT: CHANGE OF MAILING ADDRESS FOR DEPARTMENT OF MOTOR VEHICLES ADMIN PER SE FORMS

The California Department of Motor Vehicles (DMV) recently reorganized the geographic boundaries of its Driver Safety Offices. This has resulted in a change of mailing address for any DMV Admin Per Se (APS) form that is issued to a driver who has been arrested in Operations-Central Bureau (OCB), Operations-South Bureau (OSB), and Operations-West Bureau (OWB).

Effective immediately, any DMV APS form that has been issued to a driver who has been arrested in OSB, OCB, or OWB, and any related arrest report, citation, or any other documentation shall be mailed to the following DMV address:


California Department of Motor Vehicles
El Segundo Driver Safety Office
390 North Sepulveda Boulevard, Suite 2075
El Segundo, California 90245


The mailing address for any APS form that has been issued to a driver who has been arrested in Operations-Valley Bureau remains unchanged.

As a reminder, California Vehicle Code Section 13382(c) "Peace Officer's Service of Notice of Order of Suspension or Revocations," requires that officers forward a copy of the completed APS on or before the end of the fifth business day after the APS was served. This Notice does not change any other policy or procedure related to DMV APS forms.

If you have any questions regarding this Notice, please contact Traffic Coordination Section, Emergency Operations Division, at (213) 486-0690.

APPROVED:


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