KANSAS · DUI CHECKLIST

Kansas DUI Checklist

What to do today, this week, and before your court date. Print it. Check things off. One step at a time.

YOUR FIRST DEADLINE

14 days to act on your Administrative hearing (KDOR Division of Vehicles)

14 calendar days from the date the officer's certification was served on you. Mail a written request postmarked within 14 days, or fax it within 14 days. If the certification was served by mail, you get 3 extra days. Include your name, license number, birth date, address, and a phone number, plus the hearing fee. Ask for an in-person hearing at the time you request; otherwise it is by phone.

Who: Kansas Department of Revenue, Division of Vehicles (Administrative Hearing Section)

KEY FACTS

SUSPENSION, 1ST FAILED TEST

30-day suspension, then restricted driving (1 year suspension at 0.15 or more)

SUSPENSION, 1ST REFUSAL

1-year suspension, then 2 years interlock-only

1ST OFFENSE CHARGE

Class B nonperson misdemeanor

1ST OFFENSE FINE

$750 to $1,000

1ST OFFENSE JAIL

48 consecutive hours to 6 months, or 100 hours of public service

INSURANCE FILING

SR-22 for 1 years

PRIOR OFFENSES

See your guide

IGNITION INTERLOCK

Required after the suspension period for test failures, refusals, and DUI convictions. The interlock must be approved by the Kansas Highway Patrol and paid for by you.

1 First 24 Hours

- [ ] **Administrative hearing (KDOR Division of Vehicles): act within 14 days. 14 calendar days from the date the officer's certification was served on you. Mail a written request postmarked within 14 days, or fax it within 14 days. If the certification was served by mail, you get 3 extra days. Include your name, license number, birth date, address, and a phone number, plus the hearing fee. Ask for an in-person hearing at the time you request; otherwise it is by phone.**

- [ ] Find the officer's certification and notice — The officer served you a certification and notice of suspension. The 14-day clock starts on the date it was served.
- [ ] Request the hearing within 14 calendar days — Mail a written request postmarked within 14 days, or fax it to (785) 296-0275. Include your name, license number, birth date, address, phone, and the fee.
- [ ] Decide on phone or in person — Hearings are held by phone unless you ask for in person in your request. You cannot add that later. Administrative Hearing Section: (785) 296-6911.
- [ ] Check your test result — A result of 0.15 or more, or a refusal, means a 1-year suspension and interlock afterward, even on a first occurrence.
- [ ] Talk to a lawyer about the court case — The criminal DUI case runs separately. Ask whether diversion is available and how it counts later.

2 Court

- [ ] Arrest and complaint — The DUI is filed in municipal court under a city ordinance or in district court under K.S.A. 8-1567. The KDOR license action runs separately.
- [ ] First appearance — You hear the charge and enter a plea. Ask the court whether you need to appear in person.
- [ ] Diversion, if offered — The prosecutor may offer a diversion agreement instead of further proceedings. You can get DUI diversion only once in your lifetime, and it still counts as a prior DUI later.
- [ ] Alcohol and drug evaluation — Before sentencing, or before a diversion, a licensed provider evaluates you under K.S.A. 8-1008. The court reads the report before it sentences you.
- [ ] Plea or trial — If there is no diversion, the case ends with a plea or a trial.
- [ ] Sentencing — The court imposes the K.S.A. 8-1567 penalties and orders you to follow the evaluator's recommendations unless it orders otherwise.

3 Getting Your License Back

- [ ] Alcohol and drug evaluation (K.S.A. 8-1008), with alcohol and drug safety action education or treatment: Everyone convicted of DUI, and everyone considered for diversion, must get an alcohol and drug evaluation from a licensed provider. It costs at least $150, paid by you. You must follow the provider's recommendations, which can include an alcohol and drug safety action education program or treatment, as part of your sentence or probation.
- [ ] Ignition interlock: Required after the suspension period for test failures, refusals, and DUI convictions. The interlock must be approved by the Kansas Highway Patrol and paid for by you.
- [ ] File SR-22 insurance and keep it 1 years.
- [ ] Ask about a Ignition interlock restricted driving privileges: Apply to the KDOR Division of Vehicles. Install a Kansas Highway Patrol–approved interlock and send proof of installation for the full required period before full reinstatement.

Your full Kansas DUI guide

Deadlines, penalties, the court process, license hearings, and FAQs, with links to the official sources.

https://dui911.org/kansas

Official source for your license deadline: https://www.ksrevenue.gov/dovadminhearings.html

This checklist is educational and is not legal advice. Laws, deadlines and fees change; confirm them with the agency or a licensed Kansas attorney before you rely on them. DUI911.org is not a law firm and is not affiliated with any law firm, interlock company or insurer.