

HERKIMER COUNTY STOP-DWI
Victim Impact Panel (V.I.P.) Program
320 North Main Street, Suite 3500 Herkimer, New York 13350
Phone: 315-867-1198 – Fax: 315-867-1297
Email: stopdwi@herkimercounty.org

Herkimer County, NY Victim Impact Panel (V.I.P.) Program

Application Instructions

1. The Fee for the Program is \$100 and you **must** have access to the internet (works best from a computer rather than a mobile phone) to complete the program. All forms required for the program can be downloaded as follows:
 - a) Log on to the Herkimer County government web page at herkimercounty.org
 - b) Next, Click on the Services/Departments tab and then scroll down until you see STOP-DWI
 - c) Next, click on the STOP-DWI Learn More tab.
 - d) Next, click on the Victim Impact Panel Learn More tab.
 - **Here you will find all the Victim Impact Panel Program Forms (Print or Submit).**
 - e) You can print out the forms, complete and mail them in **OR**
You can complete the forms Online and Submit them Online.
2. **Application Form:** While in the Victim Impact Panel Program page you must click on the Application form tab and fill it out **completely**. The application **must be completed and submitted within thirty (30) days of the court order.** **You need to include the Court's entire information – Name of Judge, mailing address for the Court including zip code.** If we are to send copies to someone else such as a Probation Officer; Parole Officer or Lawyer—you must include their name and mailing address.

US Postal Mail the completed application form to:

Herkimer County STOP-DWI Program
320 North Main Street, Suite 3500
Herkimer, New York 13350

OR

Submit Online (When completed select submit and it will automatically be sent)

3. VIP Course Fee is \$100
Pay In Person or by Mail (Mail Money Order or Official Bank Check) to:

Herkimer County Treasurer (VIP)
109 Mary Street, Suite 2419
Herkimer, New York 13350

DO NOT SEND CASH IN THE MAIL

DO NOT SEND PERSONAL CHECKS

OR

To Pay Online – Go to herkimercounty.org/stopdwi, Next click on the Victim Impact Panel Learn More Tab, then click on the Pay online using the AllPaid Link and follow the Allpaid instructions.

4. **Course Fee Payment and Application are required prior to starting the program**