

Impaired Driver System (IDS) Quick Reference

For full instruction, please refer to the IDS User Manual

Creating a Case (Motorist Details)

[Motorist Search >](#)

Motorist Details - General

General | Violation | Screening | Assessment | Treatment

* NYS DMV Client ID: (NYS License No)

* Birth Date:  (mm/dd/yyyy)

* First 2 Char of Last Name: (Birth Name)

* Last 4 SSN:

* Sex:

* State of License:

1. **NYS DMV Client ID** – Represents the motorist’s 9-digit DMV client ID or New York State driver’s license number. This information can be obtained directly from the client or from documentation from the arrest or violation, including a copy of the traffic ticket, arrest report or incident report. If the client is unable to provide you with their DMV Client ID, they can obtain it by ordering a copy of their drivers abstract online at: <http://www.nydmv.state.ny.us/abstract.htm>
2. **First 2 Char of Last Name (Birth Name)** – The first 2 characters of the motorist’s last name at birth.
3. **First 2 Char of Last Name (Current Name)** – The first 2 characters of the motorist’s current last name.
4. **Sex** – Male / Female gender options are available for selection as a dropdown.
5. **Birth Date** – Indicates the motorist’s date of birth.
6. **Last 4 SSN** – The last 4 digits of the motorist’s social security number (SSN). If the motorist does not have an SSN, you should enter ‘0000’ in this field.
7. **State of License** – Indicates the state in which the motorist holds a driver’s license. A list of options is included in the drop down menu.