

Access Code Request Form

The access code line is restricted to verifiable mechanic/body shops. The mechanic/body shop must have access to an email or working fax for a code to be provided. Only the verifiable mechanic/body shop business line phone number can be utilized for this service.

Completion Checklist:

1. ☐ Complete and sign Request Form (Please print clearly)
2. ☐ Include Work Order with Request Form
3. ☐ For additional requests only please include:
 - a. ☐ Completed Request Form (including signature and current date); and
 - b. ☐ Current Work Order.
4. Submit Request Form to RoadGuard via fax +1 (972) 201-3412 or email: accesscode@roadguardinterlock.com

General Information:

Access codes can only be requested by authorized third parties (mechanics) while having temporary custody of the restricted driver's vehicle and not by the restricted driver themselves. The sale or use of an access code allowing a restricted driver to operate a motor vehicle without providing a breath sample on vehicle start up is prohibited by local laws and interlock program guidelines (punishments vary by state or jurisdiction). Clients should not contact RoadGuard Interlock, LLC. directly, as information will not be released to them regarding access codes.

Access codes are not provided for services that are preventative maintenance, such as, oil changes, tires, brake repairs, battery replacements, inspections, etc. Qualified requests may be approved with a two (2) hour validity.

Please note, that access code requests will only be processed Monday through Friday between 7:00am – 6:00pm (Central Time). During those times please allow up to three (3) hours for processing. Requests submitted after 6pm (Central Time) may not be issued the same day and may be issued the next business day. Please allow extra time, if the request requires secondary state or local jurisdiction authorization (varies by state or jurisdiction).

A representative from RoadGuard Interlock, LLC. will contact the mechanic directly with the access code once the provided information has been verified and the request has been approved. If an additional access code is required, and local laws and interlock program guidelines allow the issue of additional access codes, please submit a new and signed request form and check the additional request box.

Please complete the request form information and submit the form with the Work Order (R.O) to RoadGuard via fax: +1 972-201-3412 or email: accesscode@roadguardinterlock.com.

Should you have any questions or need assistance, please call +1 (866) 385-5900 - Option #8.

This form is also available online at www.roadguardinterlock.com.

status	rev. ind.	effective date	number	publisher	page/of
effective	04	2023-04-18	DSD IO4210 A01	RoadGuard, Inc.	1/2

Access Code Request Form

Request Type:	Initial Request	Additional Request	Tax ID (Virginia Requests Only)			
Requestor Information (Mechanic)						
* Mechanic Name:						
* Email Address:						
* Business Name:						
* Business Address:	Street:					
	City:		State:		Zip:	
Is the current work order attached to this request? (REQUIRED)						
Restricted Driver Information (Client)						
* Client Name:						
* Interlock Handset Serial Number:	A	R			-	
Authorization						
I agree to disable the access code before releasing the vehicle back to the client and I assume all liability if the access code is not disabled when released to the client or the access code is provided to the client.						
Print name of shop contact		Signature of shop contact			Today's Date	
<i>Roadguard Internal Use Only</i>						
State or Jurisdiction allows access codes.		<input type="checkbox"/> Yes <input type="checkbox"/> No		State or Jurisdiction approval required.		
Information on request form complete and verified.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		State or Jurisdiction approval received:		
Access code provided to requestor.		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Request reviewed by:				Request reviewed on:		