



Date: _____

This packet includes your DUI Program Contract along with other forms needed for your program enrollment. Please fill out the “initial intake form” and sign in all signature slots “highlighted”.

Your intake appointment will be scheduled as soon as you return it to our office. The Office Staff will contact you by phone with date and time of your appointment. The day of your intake, the Counselor will call you and process the DUI Intake over the phone.

Please ensure your down payment is included when you return this packet in the form of Check or Money Order, made payable to ENCOMPASS.

*Remember, to include the original referral paperwork with this packet
(K4 printout, referral from court)*

If you have a question, please contact our office at **831-728-2233 X 0** to speak to the Office Staff.

Return the following forms:

- Initial intake
- DUI Contract
- Payment plan
- Confidentiality form
- Client responsibilities:
- Suspension policy
- Liable for services rendered:
- DL-804 form (DMV)
- Leave of absence:
- Release of Information:
- Phone charge authorization:

Information forms, for you:

- Alcohol Information (CDC)
- Privacy policy-HIPPA

We hope to assist you in your enrollment process soon.

**Alto Counseling Center
585-B Auto Center Drive
Watsonville, CA 95076**