

# **REPLACEMENT ALCOTEST OPERATOR CARD REQUEST**

New Jersey State Police  
Alcohol Drug Testing Unit  
Hamilton Technology Complex  
Suite #400  
1200 Negrón Drive  
Hamilton, NJ 08619  
Phone: 609.584.5000 ext. 5608  
Fax: 609.584.9359  
Email: ADTU@gw.njsp.org



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## **PURSUANT TO THE NEW JERSEY ADMINISTRATIVE CODE, TITLE 13, CHAPTER 51-1-1.2:**

***“IF THE REPLICA (ALCOTEST 7110MKIII-C OPERATOR CARD) CARD HAS BEEN LOST, OR NEEDS TO BE REPLACED, THE CHIEF OF POLICE OR EXECUTIVE HEAD OF THE POLICE DEPARTMENT SHALL NOTIFY THE SUPERINTENDENT OF THE STATE POLICE, IN WRITING, IN CARE OF THE ALCOHOL/ DRUG TESTING UNIT.”***

The following information can be mailed, faxed or emailed to the above listed address:

1. All Law enforcement agency requests must be completed on **official department letterhead**. State Police personnel will utilize S.P. 329 Special Report.
2. The request must be endorsed by the Agency Head (Sheriff, Police Chief or Police Director). State Police personnel will address their Special Report to their Commanding Officer.
3. The request must include the Operator’s full name and the reason for the request. (Examples: lost or damaged card, name or department change.)
4. If known, the request should include the date, location and Lead Instructor of the last re-certification course attended.

**If you have any questions regarding this procedure please contact the Alcohol Drug Testing Unit.**