

**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](mailto:stopdwi@herkimercounty.org)

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

**Application Instructions**

1. The Fee for the Program is \$50 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](http://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 \$50

**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](http://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**