

**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. 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.
3. **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)**
4. **Make Payment (Money Order or Check) to:**  
Herkimer County Treasurer (VIP) **DO NOT MAIL/SEND CASH**  
109 Mary Street, Suite 2419  
Herkimer, New York 13350  
**OR**  
**Pay Online (Follow the online AllPay instructions)**
4. **Once the completed Application has been received and approved by the STOP-DWI Office (via mail or email) and payment has been made and processed by the County Treasurer, \*\*\* you can then start the Program\*\*\*.**