DDS
GEORGIA DEPARTMENT OF DRIVER SERVICES

# Georgia Department of Driver Services
## Contact List

All information on this list is CONFIDENTIAL and for Court Personnel only.

The General Public should be referred to the DDS Contact Center at 678-413-8400, 8500 or 8600

| Contact Person | Function | Telephone/Fax Number/Email |
|---|---|---|
| **Kila Johnson**, *GECPS Program Manager*<br><br>**Sharkiran Davis,** *GECPS Program Manager* | Georgia Electronic Conviction Processing System (GECPS):<br><br>Registration, testing, vendor changes, password updates, error reporting and correction. | Office: 678-413-8434<br><br>Office: 678-413-8558<br><br>GECPS@dds.ga.gov |
| **Jazzmeen Brewer, Team Lead** Court Corrections *Customer Service Specialist*<br><br>**Rhonda Johnson**, Court Corrections *Customer Service Specialist*<br><br>**Aleeisha Carr,** Court Corrections Service Specialist | Questions concerning court corrections via letter or DS-1195 Court Correction Form.<br>• Any corrections up to 90 days<br>• 90 to180 days – Submit according to NISI, 40-13-32<br>Over 180 days – Only court errors will be processed. | Office: 770-918-5852<br><br>Office: 678-413-8478<br><br>TBD<br><br>**Fax: 678-413-8479<br>Court Corrections DS-1195 form (DDS use only) signed and sealed. Include court fax coversheet. |
| **Records Management** | • Requests for proof of service MVR and HV packets | **Fax: 678-413-8460 |
| **Records Management** | Receives Hard Copies of these forms should be sent via mail:<br>• DS 250A – Affidavits for lost license<br>• 1190 – Notice of Suspension (without citations attached)<br>• DDS 0315R – Request for Short Term Approval to File Hardcopy Citations | Mailing Address<br>Georgia Department of Driver Services<br>Attention: Records Management<br>P.O. Box 80447 Conyers, GA 30013 |
| **Tona Harrell**, *Administrative Operations Coordinator* | To request DDS Forms<br>(please fax proper request form) | Office: 678-413-8718<br>Fax: 678-413-8773<br>Attention: Tona Harrell |
| **Records Management** | DS-912 - Paper Failure to Appear Withdrawals for non-GECPS Courts ONLY<br>FTA Reinstatements ONLY | **Fax: 770-918-6254 |
| **Legal Department** | For court clerk legal inquiries | Office: 678-413-8765 |