

**PORTAGE COUNTY MUNICIPAL COURT**

**REQUIREMENTS TO OBTAIN LIMITED DRIVING PRIVILEGES**

**\*\*APPLICATION FEE MUST BE PAID AT TIME OF REQUEST\*\***

1. CAREFULLY read and complete the "Petition for Driving Privileges."
2. **IN ORDER TO BE GRANTED LIMITED DRIVING PRIVILEGES YOU MUST SUBMIT WITH THIS APPLICATION:**
  - Proof of current insurance (document must contain **your name** as an insured motorist, and dates of coverage - if the policy is not in your name, you **must** present the portion of the policy that indicates that you are an insured motorist under that policy.) You may not receive privileges beyond the expiration date on your proof of insurance.
  - Proof of current employment (most recent pay stub and/or a letter from your employer on letterhead with the signature of employer and their contact phone number and must include the days and hours that are necessary for you to work.) For self-employed individuals, you **must** present current tax forms and days and hours necessary for work.
  - If your employment requires you to drive during work hours, documentation must be provided to verify the need for privileges, and a letter from your employer must be provided to the court for inclusion with the driving letter. Privileges during work hours will only be granted if the employer's letter includes the start and destination addresses, date and time of each trip. Documentation must be on company letterhead and have your supervisor's contact number.
  - Proof of restricted plates being obtained, installation of an ignition interlock device, and proof of SCRAM **must** also be presented if the Judge has ordered any of those conditions for privileges. If ignition interlock or SCRAM has been ordered, you must obtain these through the PORTAGE COUNTY ADULT PROBATION DEPARTMENT.
  - Proof of current enrollment in school or a current class schedule must be provided to verify the need for school privileges. For educational purposes, you must carry a current class schedule or a signed and dated letter from your school showing your enrollment.
  - For medical privileges, you must carry proof of the medical appointment or show proof of the medical necessity.
3. If you have previously received driving privileges, the driving privilege document must be returned to the Court before new privileges will be issued.
4. If you have a suspended license, these privileges are only valid when operating a **non-commercial** vehicle and only for the suspension in which you are applying for privileges.