REQUIREMENTS TO OBTAIN LIMITED DRIVING PRIVILEGES

FEES: Civil Division $20.00; or $22.50 if SCRAM or Ignition Interlock is ordered

Traffic/Criminal Division $10.00; or $12.50 if SCRAM or Ignition Interlock is ordered

Common Pleas General Division $10.00; or $12.50 if SCRAM or Ignition Interlock is ordered

Payable by Cash, all major credit cards, money order and personal check

For Restricted plates, obtain application at the Clerk’s office

MUST SHOW PROOF of the following to the Clerk’s office:

- Scram or ignition interlock if scram or ignition interlock is ordered
- Registration for restricted plates if restricted plates are ordered
- Insurance listing you as a driver – With current effective dates
- Employment
  - Pay stub within the last 30 days or,
  - A letter from your employer on letterhead
    - Signature of the employer, dated
    - Contact phone number
  - If self-employed a recent tax form
- Educational
  - Class schedule
  - Or signed and dated letter from school showing enrollment
- Medical- Carry proof

IF YOU HAVE A SUSPENDED LICENSE, THESE PRIVILEGES ARE ONLY VALID WHEN OPERATING A NON-COMMERICAL VEHICLE AND ONLY FOR THE SUSPENSION IN WHICH YOU ARE APPLYING FOR PRIVILEGES.

Portage County Clerk of Courts locations:
Common Pleas – 203 W. Main St. Ravenna, OH 44266 2nd Floor Room 201B
Ravenna Municipal Traffic/Criminal – 203 W. Main St. Ravenna OH 44266 1st Floor Room 105
Ravenna Municipal Civil - 203 W. Main St. Ravenna, OH 44266 2nd Floor Room 203
Kent Municipal - 303 E. Main St. Kent, OH 44240

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