

# 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 scam 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	2 <sup>nd</sup> Floor Room 201B
Ravenna Municipal Traffic/Criminal – 203 W. Main St. Ravenna OH 44266	1 <sup>st</sup> Floor Room 105
Ravenna Municipal Civil - 203 W. Main St. Ravenna, OH 44266	2 <sup>nd</sup> Floor Room 203
Kent Municipal - 303 E. Main St. Kent, OH 44240	