

# PORTAGE COUNTY MUNICIPAL COURT – LIMITED DRIVING PRIVILEGES APPLICATION

**RAVENNA DIVISION**  
203 West Main Street, PO Box 958  
Ravenna OH 44266  
330.297.3639 - Traffic  
330.297.3635 - Civil

**KENT DIVISION**  
303 East Main Street  
Kent, Ohio 44240  
330.678.9100 - Traffic  
330.678.9170 - Civil

***Request for Driving Privileges- COMPLETE application and required documentation must be attached for Application for Limited Driving Privileges to be accepted. Please allow three (3) business days for application processing. Check and complete all that apply and sign below.***

Name: \_\_\_\_\_ **CASE NUMBER:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Birthdate: \_\_\_\_\_

☐ **Occupational** privileges (paystub must be attached):

Employer name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Work schedule: days and hours (including drive time): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Work schedule: days and hours (including drive time): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ **Educational/vocational** privileges (current school schedule must be attached):

Name and address of school: \_\_\_\_\_

☐ **Valid Insurance** (proof of named and insured driver with effective dates must be attached).

Carry proof of appointment and/or registration for: ☐ **Medical-Self** ☐ **Medical-Family Member** \_\_\_\_\_

☐ **To & From Court Appearances** ☐ **Probation** ☐ **CWS** ☐ **AA Meetings/Counseling** ☐ **DIP**

☐ **Restricted Plates Registration (if Ordered)** ☐ **Ignition Interlock Verification (if Ordered)**

☐ **Necessities:** ☐ Two - 2 hour block on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

2 hour block on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

**OR**

☐ One - 4 hour block on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

☐ Children's Visitation and/or Activities (specify): \_\_\_\_\_

☐ Other (specific request): \_\_\_\_\_

**I swear that the information listed above is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**IT IS SO ORDERED. CLERKS TO PREPARE DRIVING LETTER:** \_\_\_\_\_

**JUDGE – MUNICIPAL COURT**