

INSTRUCTIONS FOR OBTAINING DRIVING PRIVILEGES

You need to bring us the following information before we can start your privileges to drive.

1. PROOF OF INSURANCE

- YOUR NAME MUST BE ON THE CARD as a covered driver (you can ask your insurance provider for the declaration page if the card does not have your name on it)
- If you need an SR22 bond we need a copy of that too

2. PROOF OF EMPLOYMENT

- Pay Stub or Letter from Employer
- Self Employed: must have business card for proof of own business

3. LOCATIONS FOR TRAVEL

- On a blank piece of paper **WRITE/TYPE** out the location of travel and the purpose for that location of travel. The court allows locations to include one gas station, one grocery store, one bank, one laundromat, work, Dr. appointments, babysitter/school(s) drop off for children, Tiffin-Fostoria Municipal Court, hospital, and any other locations deemed necessary. **Locations to include Grocery Store, Gas Station, Bank, and Laundromat will be approved for ONE DAY PER WEEK ONLY and a THREE-HOUR TIME FRAME ONLY.**

EXAMPLE:

John Doe Driving Privileges

Home Address: 000 W State Route 18, Tiffin, OH

-Formed Impressions Concrete (Current Job): 000 Miami St, Tiffin, OH

-Tiffin Municipal Court (Probation Check-In): 103 E Market St, Tiffin, OH

-Kroger (Grocery/Gas Monday 1p-5p): 790 W Market St, Tiffin, OH

-Old Fort Bank (Monday 1p-5p): 33 E Market St, Tiffin OH

-Columbian High School (Child Drop Off): 300 S Monroe St, Tiffin OH

-Mercy Health – Tiffin (Hospital): 45 St Lawrence Dr, Tiffin OH

-Rigel (Counseling): 65 St Francis Ave, Tiffin OH

4. ADDITIONAL INFORMATION

- **YOU MAY BE REQUIRED TO PASS A URINE DRUG SCREEN IN ORDER TO OBTAIN DRIVING PRIVILEGES THROUGH THE COURT.**
- **You must continue to pass a drug screen for the duration of your suspension. If you FAIL or miss a drug screen, your driving privileges MAY BE TAKEN AWAY.**
- We prefer you type out your locations of travel. If handwriting your locations, DO NOT USE PENCIL. USE ONLY ONE SIDE OF THE PAPER PLEASE.
- If you come to the office to obtain driving privileges and you do not have all the above listed information you will be instructed to return when you do have it all.
- Driving privileges will not be started without all the necessary information from you.
- Driving privileges may not be signed on the same day depending on the schedule of the probation department and/or Judge.
- If at any time during your suspension you are charged with driving under suspension, you will lose your driving privileges for the rest of your suspension.
- Your driving privileges will expire at the end of your suspension. At that time, you are no longer able to drive with the driving privileges that were given.
- **AT THE END OF YOUR SUSPENSION OR BEFORE:** pay a reinstatement fee to the Ohio BMV and show current proof of insurance to reinstate your license.

ATTENTION:

DO NOT drive until you have the completed/signed driving privileges packet approving you to drive from the Tiffin-Fostoria Municipal Court