

# MONTGOMERY COUNTY MUNICIPAL COURT

## ITEMS REQUIRED WHEN FILING FOR DRIVING PRIVILEGES

1. Petition to file with the Court, available on line at [www.mcclerkofcourts.org](http://www.mcclerkofcourts.org) or at the Court.
2. Driving Record Abstract (three-year)- *A driving record abstract is a three-year record of all moving violation convictions, accident involvement reports and other actions that result in license suspensions, revocations or other disqualifications. This record only displays the most recent driver license issuance date.*

### How to Request a Driving Record Abstract

- Online at [OPLATES.com](http://OPLATES.com)
- At a deputy registrar license agency
- By mailing a completed Record Request (form BMV 1173) and a \$5.00 fee to:  
Ohio BMV

Attn: BMV Records  
PO Box 16520  
Columbus, Ohio 43216-6520

3. Required “Hard” Suspension time has expired:
  - 1<sup>st</sup> offense FRA Suspension within 5 years- Cannot apply for privileges for the first 15-days of the suspension.
  - 2<sup>nd</sup> or more FRA Suspensions within 5 years- Cannot apply for privileges for the first 30-days of the suspension
4. Copy of notice of suspension available at [www.bmv.ohio.gov](http://www.bmv.ohio.gov)
5. Proof of payment of all reinstatement fees owed to the BMV
6. Proof of insurance which meets the requirements of the BMV
7. Filing fee
8. Letter from employer or school:
  - On company letterhead
  - To include address of employment
  - Hours worked
  - Contact name and phone number of supervisor/employer
9. Must live in Montgomery County
10. Must have a valid license or temporary ID. A permanent ID or an expired license will not be accepted.
11. Privileges cannot be issued if you have an active license forfeiture