

PROCEDURE FOR RESTRICTED PLATES

*** ALL DRIVING PRIVILEGES MUST BE PAID IN FULL WHEN RECEIVED**

STEP 1. YOU MUST HAVE THE FOLLOWING BEFORE MAKING AN APPOINTMENT

- A. MEMORANDUM TITLE, TITLE, OR REGISTRATION (IN **YOUR** NAME OR OWNERS)
- B. PLATES OFF VEHICLE
- C. PROOF OF INSURANCE
- D. PAYMENT TO BMV (VARIES)

IF CAR IS NOT TITLED IN YOUR NAME EITHER;

*** IF YOUR VEHICLE OR THE OWNERS VEHICLE IS LEASED,** PLEASE BRING THE FOLLOWING:
POWER OF ATTORNEY FORM WITH LEASING COMPANIES SIGNATURE

*** IF THE VEHICLE IS NOT TITLED IN YOUR NAME** PLEASE BRING THE FOLLOWING:
POWER OF ATTORNEY FORM WITH OWNERS SIGNATURE OR OWNER MAY BE PRESENT WITH YOU AT
LICENSE BUREAU WHEN YOU ARE ISSUED YOUR RESTRICTED PLATE

MAKE sure your CAR has been through the E-CHECK, if applies to YOUR VEHICLE

- **NOTE:** A LEASED VEHICLE MAY BE ISSUED RESTRICTED PLATES AS LONG AS THE LESSEE IS
AN INDIVIDUAL OR SOLE PROPRIETORSHIP COMPANY

STEP 2. ***MUST CALL PROBATION DEPARTMENT FOR APPOINTMENT (440)286-2649***
AND BRING ALL INFORMATION FROM STEP 1 WITH YOU ON YOUR APPOINTMENT
TIME.

NO WALK-INS PERMITTED!!!!!!!

STEP 3. GO TO LICENSE REGISTRAR'S OFFICE WITH THE FOLLOWING:

- A. BMV FORM #4808 (OR 4809) (YOU'LL RECEIVE FROM PROBATION DEPARTMENT WITH A
SEALED "JUDGE'S" SIGNATURE)
- B. **CURRENT** PROOF OF INSURANCE
- C. TITLE AND/OR REGISTRATION OF VEHICLE
- D. E-CHECK PAPER WORK, IF IT APPLIES TO YOUR VEHICLE
- E. ENOUGH MONEY FOR NEW RESTRICTED PLATE
- F. BIRTH CERTIFICATE AND SOCIAL SECURITY CARD
- G. POWER OF ATTORNEY FORM, IF APPLICABLE
- H. IF YOU HAVE NO IDENTIFICATION CARD (SEE BACK SIDE)

STEP 4. ***AFTER YOU GET YOUR RESTRICTED PLATES/ AND NEW REGISTRATION***

- A. RETURN TO THE PROBATION DEPARTMENT THE SAME DAY TO GET
YOUR DRIVING PERMIT / MODIFICATION

OR

- B. IF YOU CAN NOT RETURN TO THE PROBATION DEPARTMENT THE SAME
DAY, **YOU MUST CALL** AND MAKE AN APPOINTMENT FOR ANOTHER DAY
TO GET YOUR DRIVING PERMIT / MODIFICATION