

# 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