

Please be aware that if you have a CDL,  
driving privileges can not be granted on the CDL by law.

**FAIRBORN MUNICIPAL COURT  
CIVIL DIVISION  
1148 KAUFFMAN AVE  
FAIRBORN, OH 45324  
PHONE: (937) 754-3040  
FAX: (937) 879-1735  
JUDGE BETH W. ROOT  
SUSAN ANDERSON, CLERK OF COURT**

In order for the Court to issue a permit for work or school,  
the following items are required and should be brought to Court:

1. **Proof of Employment:** A signed letter from your employer, on company letterhead. The letter must verify your employment and your work schedule. If you drive during the course of your employment, it must be stated in the letter.
2. **Proof of School:** Your school schedule, which shows what school you attend, including the address. Your name must be printed on the schedule.
3. **Proof of Insurance:** You must provide current proof of insurance. You are required by the BMV to maintain an SR22 Bond, this must be shown.
4. **Proof of Reinstatement Fee Paid:** If you still owe a reinstatement fee to the BMV, this must be paid. Bring the receipt to Court.

Your driving permit is limited to a maximum of 60 hours per week  
and does not need to include drive time.

If you are awarded a driving permit and you show proof of all the above information your permit will be available immediately following your hearing. If you fail to bring the above information to court or if you have to wait until you are eligible for driving privileges, proof may be submitted at anytime during court hours. However, to obtain your permit, you must appear during the following designated times:

Monday through Friday between the hours of 8:00am – 3:00pm

If there are any questions, please contact us at 937-754-3044