

REINSTATEMENT FEE WAIVER CHECKLIST

Mentees may qualify for a reinstatement of their license and have their fees associated with reinstatement waived. A petition to the traffic court must be filed in the county in which they reside. However, if the mentee is considered a “Habitual Traffic Offender,” it is unlikely the petition will be approved. In such circumstances, the mentor should reach out to a local attorney for counsel.

The following documents must accompany the petition in order for the judge/magistrate to consider waiver and reinstatement.

- 1) Verified Petition to Waive Reinstatement Fee
 - A sample is in the Appendix. (Appendix A).

- 2) SR-50 Proof of Insurance Affidavit
 - Many times insurance companies do not give people the correct document. There are two different SR-50 forms in the Appendix. (Appendix B). Be sure that the document states “SR-50” somewhere on the form.
 - The insurance company will send the form to the BMV but may not give a copy to the individual applicant. It is important that the applicant request the form from the insurance company and attach it to the petition.
 - Pay attention to the expiration date.

- 3) SR-22 Proof of Insurance for the past 3-5 years.
 - This is one of the most important documents.
 - The format of these documents is varied. Be sure that the document states “SR-22” somewhere on the form. Samples are in the Appendix (Appendix C).
 - Pay attention to the expiration date.

- 4) A recent copy of your BMV driving record
 - Be sure it is recent. A free copy may be obtained at the Traffic Court.
 - The petition will be rejected if the word “Indefinite” appears on the driving record. This means that there is some unresolved issue(s). These may include child support, administrative fees, failure to take a driving class. Court approved driving courses are in the Appendix (E). A “Certificate of Completion” should be sent to the BMV by the program. Nevertheless, it is prudent for the applicant to obtain a copy.
 - The format of driving records is also varied. Samples are in the Appendix. (Appendix D).

- 5) A pay stub
 - If the applicant is unemployed , the applicant may:
 - Provide an “employment report” from the Department of Labor (“unemployment”) showing that the applicant is unemployed, OR;
 - Provide a “Letter of Support” to the court from the individual financially supporting the applicant. The name, and telephone number of the individual providing support must be provided to the court.
- 6) Mortgage statement, 1 month rent receipt or lease showing what you pay for rent.
- 7) A copy of a utility bill.
- 8) Any documents demonstrating Public Assistance. I.E. Food stamps, social security (SS), social security disability (SSD), social security income (SSI), Section 8 Voucher, Public Housing Lease etc.
- 9) Monthly medical expenses.