

City of Reedsburg - Operator License Application

Pursuant to Reedsburg Ordinance, Section 12.01 – Fees are Non-Refundable

- New
 Renewal
 Provisional - \$15.00
 Operator Fee - \$50.00
 Operator Fee - \$25.00
 Temporary (one temp. license per calendar year - valid for 14 days) - \$10.00 *[eff. July of even-numbered years]*

Office Use Only	License #	Provisional #	Fee Is Non-Refundable
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Filling out your application

- An Operator License is a privilege, not a right. **Any false answers or omissions may result in the denial of your application and a forfeiture of up \$1,000 plus court costs.**
- This application must be filled out accurately and completely.
- If you have any doubt as to whether to include the facts of a specific incident it is recommended that you disclose the information.
- If you are unsure about how to respond to any questions on this form, check with the City Clerk for clarification.
- Your application will not be processed until you deal with outstanding warrants.
- You can obtain information regarding your arrest and conviction record from the police department, the court with which you interacted, or the Wisconsin Circuit Court Access website at www.wcca.wicourts.gov/index.xsl (CCAP *may not provide a comprehensive list of ALL arrests and convictions*).

Review of your application

- The Reedsburg Police Department will perform a background check to verify that the information you have provided is complete and accurate.
- If your arrest and/or conviction record as it relates to your application, violates the City Guidelines, or if it appears that you falsified or omitted information from your application, your application will be denied by Staff.
- You may appeal the Staff decision by submitting a written request for an Ordinance Committee appeal to the City Clerk within 10 days of the date of your denial. If you fail to request an appeal within 10 days or you fail to appear at the appeal hearing, your denial will stand.
- *Meetings of the Common Council are open to the public.*

Last Name	First Name	M.I.	E-Mail Address
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Residence: Street Address	City	State	Zip
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Phone	Date of Birth	Birth Place (City, State)	Race	Sex	Height	Weight	Hair	Eyes
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Driver's License Number (State & Number)	Place of Employment	Contact Person & phone number
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Other names, aliases or birth dates ever used

Cities and States lived in since age 18, including where you now reside:	From:	To:

Indicate whether you are a U.S. Citizen, U.S. Alien, or Temporary Resident

U.S. Citizen
 Alien
 Temporary Resident (employment number)

Arrest and Conviction Record

Since your 17 th birthday, have you ever been convicted of a felony or misdemeanor? (Including criminal traffic offenses)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted by a military court-martial?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of disorderly conduct that involved violence against another person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

List Any Pending Criminal Charges, Citations or Tickets

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?

List All Criminal Convictions, Municipal/Ordinance Violations, Citations and Tickets (Excluding Parking Tickets)

Year	Location	Charge	At the time of incident were you under the influence of alcohol and/or other drugs?	Did the incident occur in or around an establishment that serves alcohol?

The undersigned affirms that he/she made complete and true answers to each question and understands that his/her past record will become part of this application and that the applicant applying for an Operator License is a Wisconsin resident.

Applicant Signature

Approved Denied by the City Clerk on: _____
(Check One) Date City Clerk Signature

Reedsburg Police Department Certification

- Subject has no Criminal Arrest Record with either the Wisconsin State Crime Bureau or with the Reedsburg Police Department
- Files indicate that subject has the attached Criminal Arrest Record

Reedsburg Police Department Chief/Designee

Date