

OPERATOR'S LICENSE APPLICATION COVER LETTER
ALRC Meeting
February 15, 2006

Photocopy onto City Clerk letterhead and attach to the reformatted operator's license application.

Dear Applicant,

Thank you for your interest in obtaining a City of Madison Operator's License. In order for your application to be processed in a timely manner, please take notice of the following:

Filling out your application

- An Operator's License is a privilege, not a right. **Any false answers or omissions may result in the denial of your application.**
- The attached Operator's License Application must be filled out accurately and completely.
- If you have any doubt as to whether or not to include the facts of a specific incident, it is recommended that you disclose the information.
- If you are unsure of how to respond to any questions on this form, check with the City Clerk for clarification.
- Your application will not be processed until any outstanding warrants are dealt with.
- There are a number of sources from which you may be able to obtain details necessary to complete this form. These include the police department or court with which you interacted and online sources such as the Wisconsin Circuit Court Access Program at wcca.wicourts.gov/index.xsl.

Review of your application

- The Madison Police Department will perform a background check to verify the information you provide is complete and accurate.
- You may be called to appear before the Alcohol License Review Committee if the ~~Madison Police Department~~ *Clerk's office* has concern about your criminal history as it relates to your application or if it appears that you falsified or omitted information from your application. If you are asked to appear but choose not to do so, your application will be denied.

**PROPOSED CHANGES TO EXISTING OPERATOR'S LICENSE
APPLICATION
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1. Change format to a two-sided 8 ½ x 11 piece of paper
2. Change "Cities and States lived in as an adult" to "Cities and States lived in since age 18"
3. Include the following bolded instruction immediately before the criminal history questions:

Check Yes or No for each of the following questions. Use the space on the back of this application to provide complete details for any of the questions to which you answer Yes.

4. Reword criminal history questions as follows (retain Yes and No answer boxes):

Since your 17th birthday, have you ever been convicted of a felony or misdemeanor (including criminal traffic offenses)?

As a juvenile, were you ever waived into adult court and convicted of a felony or misdemeanor?

Have you ever been convicted by military court-martial?

Have you ever been cited or arrested for any of the following: Drunk Driving, Disorderly Conduct, Damage to Property, Trespass, Retail Theft, Procuring Alcohol for an Underage Person, or Obstructing a Peace Officer?

Have you ever received a traffic citation (*not* parking tickets)?

Are you currently subject to any pending charges?

5. Remove the "Note", "Questions We Have", and "Questions You Have" sections (the substance of these sections has been added to the Cover Letter)
6. Provide columned space on the back of the application for listing/explanation of all convictions and pending charges
7. Include column headers of "Date", "Location", "Charge", and "Disposition"