

NOTICE OF PROPOSED GUIDANCE DOCUMENT

Occupational License Application

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on Occupational License Application s.343, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website:

<https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DMV92>

2. Mailing written comments to:

Division of Motor Vehicles
Wisconsin Department of Transportation
4822 Madison Yards Way
PO Box 7336
Madison, WI 53707-7336

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsin.gov to allow for ongoing comment.

AGENCY CONTACT

DOTDMVGuidanceDocs@DOT.WI.GOV



State of Wisconsin Department of Transportation

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How to apply for an occupational license

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To be [eligible to apply](#) for an occupational license, your Privilege to Operate a Motor Vehicle must be suspended or revoked for a reason that allows an Occupational License to be issued.

Or,

These are the steps to take if your driver license was suspended or revoked but you are allowed an Occupational License to be issued:

Check if you are [eligible](#).

If eligible, you will need to:

- Complete form [MV3027](#). On this form, you will list
 - the counties or states in which you will be driving
 - the time(s) of day you will be driving
 - the purpose of your driving, e.g.: work, homemaker duties, Driver Safety Plan
- Complete form [MV3001](#)
 - If you are under 18 years old, a [sponsor](#) signature is required
- Complete any required tests, including vision screening
- Provide [proof of your identity](#)
- [Provide documentary proof](#) that you are legally present in the United States
- Provide an SR22, [proof of insurance](#)
- Pay the nonrefundable [application fee](#)
 - Note: Filing an application and paying the fee does not guarantee issuance of an Occupational License
- If you are revoked for Operating While Intoxicated (OWI), you must complete an Alcohol or Other Drug Assessment and participate in a Driver Safety Plan
- If the court has ordered you to install an [Ignition Interlock Device \(IID\)](#), provide proof of installation for every vehicle titled or registered to you unless exempted by the court
 - Approved Ignition Interlock Device (IID) installers in Wisconsin
 - Draeger: (800) 332-6858
 - Intoxalock (formerly Consumer Safety Technology): (877) 262-6481
 - Lifesaver: (800) 584-1226
 - Smart Start: (888) 234-0198
 - [More information](#) regarding the installation of IIDs

Two hours are needed to process an Occupational License application. Plan to arrive at the DMV customer service center at least two hours before the center is scheduled to close.

After you apply for an occupational license

Depending upon the hours the [DMV customer service center](#) is open, you may receive your occupational license the same day. If it is near the DMV customer service center's closing time or if they need to fax your application to the Driver Information Section, you may be asked to return the next day or the next time that DMV customer service center is open to have your Occupational License issued.

Driver Information Section

P.O. Box 7983
Madison, WI 53707-7983

Email [Wisconsin DMV email service](#)

Phone (608) 264-7447

Fax (608) 267-3812

Contact Information

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