

“UW-Madison Notarized Statement of Driving Record”

To be completed by ALL students who have an out-of-state driver’s license or have had a Wisconsin license for fewer than three years:

- You need to complete this form ONLY if you have an out-of-state driver’s license, or if you have had a Wisconsin license for fewer than three years . If you have had a Wisconsin license for at least three years, you do NOT need to complete this form.
- The form asks you to list any citations (tickets) for “moving violations” (i.e. not parking violations) and accidents in the past three years. If you’re not sure whether a citation you received was a moving violation, go ahead and list it. You should state where and when the citation occurred, and what it was for. You can always attach (staple) an extra page if you need more room to explain. As with the DOC form, you need to be COMPLETE and ACCURATE. Completing the form inaccurately is a basis for denial of authorization.
- Then, **DO NOT SIGN THE FORM**. As you can see, your signature on the form must be witnessed by a notary public. We will have several notaries present at the spring meeting, who will be happy to witness your signature at the end of the meeting.
- Finally, **YOU MUST MAKE A XEROX COPY OF BOTH SIDES OF YOUR DRIVER’S LICENSE, AND BRING IT TO THE MEETING**. We are required to submit the xerox along with this form. If you fail to make a copy, it will simply lengthen the meeting, because our staff will have to go make a copy of your license.

