



**CLERK OF CIRCUIT COURT**  
**Kristi Severson**

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An Applicant whose application for an occupational license through DMV is denied can petition the circuit court for an occupational license.

Prior to acceptance of a Petition for an Occupational License, Applicant must provide the Following documentation to Circuit Court:

1. Completed Occupational License form (MV3027). Note: Acceptable to list state driven in: i.e. Wisconsin, Minnesota. Applicant must list occupation. Do not check the box for Driver Safety Plan re: assessment until you know your class hours exactly. Hours must be totaled. Applicant is responsible for accurate Total Hours.
2. Pay \$40.00 non-refundable fee.
3. A copy of applicant's driver record – MVR – so that court can determine why in HTO status, revocation/suspension status. Driving record can be obtained from DMV by calling 608-261-2566 or writing to DMV, PO Box 7995, Madison, WI 53707-7995.
4. A copy of the denial letter from DMV.
5. A personal explanation from the applicant why the court should approve the occupational license to be issued.
6. SR-22 form – proof of insurance from the applicant's insurance carrier.