

DRIVER LICENSE HAZARDOUS MATERIALS ENDORSEMENT SPECIAL INSTRUCTIONS

Wisconsin Department of Transportation MV3735 9/2013

Section 1. Proof of Citizenship or Permissible Immigration Status to Hold Hazardous Materials Endorsement (HME)

An applicant must be one of the following:

- A citizen of the U.S. who has not renounced or lost his/her U.S. citizenship
- A lawful permanent resident of the U.S. as defined in section 101(a)(20) of the Immigration and Nationality Act (8 U.S.C. 1101)

Section 2. List of Disqualifying Criminal Offenses for Hazardous Materials Endorsement

Part A. Interim Disqualifying Offenses

A driver will be disqualified from holding an HME if he or she was convicted or found not guilty by reason of insanity within the last seven years or was released from incarceration within the last five years for any of the following crimes in any jurisdiction, military or civilian:

- Assault with intent to murder
- Kidnapping or hostage taking
- Rape or aggravated sexual abuse
- Unlawful possession, use, sale, manufacture, purchase, distribution, receipt, transfer, shipping, transporting, delivery, import, export of, or dealing in a firearm or other weapon
- Extortion
- Dishonesty, fraud, or misrepresentation, including identity fraud
- Bribery
- Smuggling
- Bomb threat
- Immigration violations
- Violations of RICO (Racketeer Influenced and Corrupt Organizations) Act 18 U.S.C. 1961, et. seq., or a comparable state law of Interim Disqualifying criminal offenses
- Robbery
- Distribution of, possession with intent to distribute, or importation of a controlled substance
- Arson
- Conspiracy or attempt to commit any of the crimes listed in Part A
- Fraudulent entry into a seaport as described in 18 U.S.C. 1036, or a comparable state law

Part B. Permanent Disqualifying Criminal Offenses

A driver will be permanently disqualified from holding an HME if he or she was ever convicted or found not guilty by reason of insanity of any of the following crimes in any jurisdiction, civilian or military:

- Espionage
- Sedition
- Treason
- A federal crime of terrorism as defined in 18 U.S.C. 2332 b(g), or comparable state law
- A crime involving a transportation security incident
- Improper transportation of a hazardous material under 49 U.S.C. 5124 or a comparable state law
- Unlawful possession, use, sale, distribution, manufacture, purchase, receipt, transfer, shipping, transporting, import, export, storage of, or dealing in an explosive or explosive device
- Murder
- Conspiracy or attempt to commit any of the crimes listed in Part B
- Violations of RICO (Racketeer Influenced and Corrupt Organizations) Act 18 U.S.C. 1961, et. seq., or a comparable state law of Permanent Disqualifying criminal offenses

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICES

Authority: The authority for collecting this information is 49 U.S.C. 114, 40113 and 49 U.S.C. 5103a

Purpose: This information is needed to verify your identity and to conduct a security threat assessment to evaluate your suitability for a hazardous materials endorsement for a commercial driver's license. Furnishing this information, including your social security number or alien registration number is voluntary; however, failure to provide it will prevent the completion of your security threat assessment, without which, you cannot be granted a hazardous material endorsement.

Routine Uses: Routine uses of this information include disclosure to the FBI to retrieve your criminal history records; to Transportation Security Administration (TSA) contractors or other agents who are providing services relating to the security threat assessment; to appropriate governmental agencies for licensing, law enforcement, or security purposes, or in the interests of national security; and to foreign and international governmental authorities in accordance with law and international agreement.

Background Check Process

A background check, including the collection of fingerprints, must be completed before original issuance of an HME. A background check and fingerprinting are also required upon renewal and every 4 years thereafter, even though a commercial driver license may be valid for eight years. A vision screening, HME knowledge test, proof of a valid medical certificate and proof of citizenship or immigration status are also required at the same intervals. Customers must complete all of the licensing requirements for a commercial driver license and HME with the Wisconsin Division of Motor Vehicles prior to making an appointment to have their fingerprints collected.

The Wisconsin Department of Transportation (WisDOT) has entered into a contract with Fieldprint for the purpose of collecting fingerprints for HME haulers as required under 49 CFR Part 1572 (the USA Patriot Act). Fieldprint is a private company authorized by WisDOT, WisDOJ and the FBI to collect and submit fingerprints of commercial drivers applying for an HME.

You will need to provide the Fieldprint code **FPWIDMVHazmat** to schedule your fingerprint appointment. Fieldprint requires that you make an appointment at www.FieldprintWisconsin.com for fingerprinting services. Fieldprint will collect the background check and fingerprinting service fees. You can make payment by credit or debit card.

You must bring two forms of identification to your fingerprint appointment, a picture ID and a secondary ID. When you schedule your fingerprint appointment online, the appointment confirmation you print will list the acceptable identification documents.



DRIVER LICENSE HAZARDOUS MATERIALS ENDORSEMENT APPLICATION

Wisconsin Department of Transportation

MV3735 9/2013

Print all requested information in black ink.

Driver License Number	Social Security Number*	Product Number
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Customer Legal Name (Last, First, Middle, Suffix)

Birth Date – Month	Day	Year – 4 digits	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Race	Eye Color	Hair Color	Weight	Height
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Current Residential Address – Street, City, State, ZIP Code

Previous Residential Address – Street, City, State, ZIP Code

Place of Birth – COUNTRY, State, City

Proof Provided of Legal U.S. Residence (documents must be provided to Wisconsin DMV personnel)

See front page – Special Instructions, Section 1 of this form

- U.S. Passport
- Certificate of Birth Abroad issued by the U.S. Department of State
- Certificate of U.S. Citizenship (form N-560 or N-561)
- Certified Birth Certificate issued in the U.S.
- Certificate of Naturalization (form N-550 or N-570)
- Permanent Resident Card I-551
- Temporary I-551 stamp on form I-94
- Temporary I-551 stamp in Foreign Passport
- Re-entry Permit I-327

Country of Citizenship	Alien Registration Number	Naturalization Date
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Military Service

Branch	Discharge Date	Dishonorable Discharge <input type="checkbox"/> Yes <input type="checkbox"/> No
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*** SOCIAL SECURITY NUMBER (SSN)** Any applicant MUST provide his/her SSN, which may be used for purposes authorized by law. It may also be used to link your driver license and vehicle registration records. It must correspond with the number issued by the Social Security Administration, which is required by s.343.14(2)(bm) Wis. Stats.

Answer all questions. See front page – Special Instructions, Section 2 of this form for list of crimes.

YES NO

- 1. Have you been convicted or found not guilty by reason of insanity of any of the disqualifying crimes listed in Section 2, Part A within the last 7 years in any jurisdiction, military or civilian?
- 2. Have you been released from incarceration for committing any of the disqualifying crimes listed in Section 2, Part A within the last 5 years in any jurisdiction, military or civilian?
- 3. Are you wanted or under indictment for any disqualifying crime listed in Section 2, Part A and Part B, in any jurisdiction, military or civilian?
- 4. Have you been convicted or found not guilty by reason of insanity of any of the disqualifying crimes listed in Section 2, Part B, in any jurisdiction, military or civilian?
- 5. Have you been adjudicated as lacking mental capacity or committed involuntarily to a mental institution?

Current Employer – Name	(Area Code) Telephone Number
Current Employer – Address, City, State, ZIP Code	Country
Second Employer – Name	(Area Code) Telephone Number
Second Employer – Address, City, State, ZIP Code	Country

I, the undersigned, have been informed that Federal regulations under 49 CFR 1572.11 impose a continuing obligation to disclose to the Wisconsin Department of Transportation within 24 hours if I am convicted of, wanted, under indictment, or found not guilty by reason of insanity of any disqualifying crime, or adjudicated as lacking mental capacity, or committed involuntarily to a mental institution, renounce or lose my U.S. citizenship, or violate my immigration status and/or am ordered removed from the U.S. while I have a hazardous materials endorsement for a commercial driver license.

The information I have provided on this application is true, complete, and correct to the best of my knowledge and belief and is provided in good faith.

I understand that a knowing and willful false statement, or an omission of a material fact, on this application can be punished by fine, or imprisonment, or both (see section 1001 of Title 18 United States Code), and may be grounds for denial of a hazardous materials endorsement.

X

(Applicant Signature)

(Date Signed – m/d/yyyy)

(Service Center Location)

WisDOT OFFICE USE ONLY

X

(DMV Processor Signature)

(Processor ID)

(Date Processed – m/d/yyyy)