

Ries Driving School Temporary Permit Packet

This packet will guide you through the process of obtaining your Temporary Permit, the Ries Program and more!

The Contents of this Packet:

To the Parent: This packet contains the following information:

- **Temporary Permit Letter** - How to apply for a temporary permit.
- **State Laws** - Wisconsin laws regarding a temporary permit. Breaking these laws could result in the revocation of a temporary permit.
- **Restrictions** - The rules for a student driving on a temporary permit.
- **Skill Test Guide** - Information a driving student should know for the road test.
- **Sponsorship** - Wisconsin laws regarding sponsoring a child under 18 for a temporary permit and/or probationary license.
- **Schedule of the DMV** - Office hours, addresses and phone numbers of area Department of Motor Vehicles offices.
- **Road Test Information** - How to schedule for a Road Test. When to schedule a Road Test. What to bring along on your Road Test.

Ries Driving School has created this packet as a useful information source for parents of driving students. If you have any other questions about the contents of this packet or other matters, please call our office during normal business hours:

(920) 921-2846
Monday through Thursday 9 a.m. – 5 p.m., and Friday 9 a.m. – 3 p.m.
643 South Military Road, Fond du Lac, WI 54935

ER 02/21

Dear Driver Ed Student and Parent(s),

You are in the process of getting an instruction permit (temps). As you proceed, please be aware that:

1. We fill out one **application form** in class. This form is to be used to **apply** for your instruction permit.
2. The form is **not official unless it is done in blue or black ink**. If you make a mistake, ask us for another form; the forms are free.
3. Regarding the school certification: the school that signs this is **the one that will teach you Behind-the-Wheel**. If that will be Ries Driving School, you will need to bring the temps application to Ries Driving School with the second payment, \$130.00. No payment is needed if you paid for the full course amount up front. Ries Driving School's office staff will sign the application for you. **Ries Driving School may withhold the "school signature" for unsatisfactory status in the classroom portion.**
4. Regarding the sponsor section: a **parent or guardian** needs to sign to sponsor you, if you are **under 18 years of age**. The signing must be done in the presence of a notary public (an official, licensed witness commissioned by the state). Notaries can be found at banks/savings and loans/credit unions; real estate, insurance or law offices; the Department of Motor Vehicles, or Ries Driving School. The notary will fill in the required sections at the bottom. There is no fee for notarizing.
5. Finally it's time to get your Temps. Remember:
 - a. We do temps testing (Sign Test and Knowledge Test) on the last day of the classroom program. But you must get the actual instruction permit at the Department of Motor Vehicles (DMV). *You may go to any DMV facility.* The Fond du Lac office is on Rolling Meadows Drive north of the Holiday Inn, right next to the State Patrol station. If you are 15 ½ and want to get temps after Day 8 but before Day 15, you may. Testing there is done on a computer terminal. The Sign Test is 15 items, the Knowledge Test 50 items in length. A passing score is 12 on the Sign Test and 40 on the Knowledge Test, 80% on each.
 - b. Have with you your filled-out application, an **original or certified** copy of your birth certificate, your Social Security Card and \$35.00. A check must be made out to **Registration Fee Trust**. The DMV accepts credit cards also.
 - c. You do not need an appointment at DMV for temps. Give yourself at least an hour, though, because you will need to: wait in line, do paperwork, take the vision test, do the sign and knowledge tests, and wait for the computer to process and print everything. Sometimes things go quickly and sometimes they do not.
6. If you are not yet 15 ½, Ries **cannot** sign your temps application form.
7. If your temps *expire*, you will need to *renew* them. The process is similar to getting your first temps, except you do not need to take a test. Stop at Ries Driving School and get another application form. Ries Driving School will sign the form again and a sponsor's signature will need to be notarized. You can then go to the Motor Vehicle Department for new temps; they will charge you \$35.00 for a renewal. Those temps will be good for one year.
8. Sometimes temps are *lost or damaged*; in that case you will need to get a *duplicate*. Stop at Ries Driving School and get/fill out an application form, have Ries sign it, get your sponsor's signature notarized, and then go to the Motor Vehicle Department. They will charge you \$14.00 for duplicate temps. Remember, *if you lose your temps, you cannot legally drive until you get the duplicate!*

NOTICE NOTICE NOTICE NOTICE NOTICE NOTICE

Regarding the Behind-the-Wheel, please beware that:

- 1:** You must go for your temps within 60 days of getting a school signature on your temps application.
- 2:** **You must begin Behind-the-Wheel training within 60 days of getting your temps. Call Ries Driving School for an appointment.**
- 3:** You may begin Behind-the-Wheel before finishing Classroom; but you may not finish Behind-the-Wheel before you finish Classroom. If you have missed any class session(s), call Ries Driving School to set up a make-up date.
- 4:** You may not have more than two Behind-the-Wheel lessons in one week's time.
- 5:** You must drive a full six months on your temps.
- 6:** You must begin Behind-the-Wheel lessons **within 13 months** of finishing classroom, or you must take the Classroom Refresher.

Date _____

Every effort is made on our end to schedule behind-the-wheel lessons to suit the times and locations of our students. Lessons set up in Fond du Lac have the most flexibility.

We advise every student to schedule the sixth and final behind the wheel lesson no later than three weeks before the road test date.

We must insist that we be notified at least 24 hours in advance if an appointment will be missed. If such notice is not given, as stated in the contract between us, we will charge for the missed lesson. This penalty may be waived at our discretion in case of an emergency.

NOTICE NOTICE NOTICE NOTICE NOTICE NOTICE

Restrictions of the Instruction Permit

You may drive only when you:

are accompanied by a person with two years driving experience who holds a valid **regular** license (cannot be a probationary or occupational) and who sits in the front passenger seat **and is**

- a qualified instructor 19 or older (Up to three others may ride along if the car is equipped with dual controls.), **or**
- a parent, guardian or spouse 19 or older (Your immediate family members may ride along in the back seat.), **or**
- a person 21 or older. (If you are under 18, this person must be designated in writing by your parent or guardian prior to accompanying you while driving a vehicle.)

GDL Restrictions of the Probationary License

If you are under 18, for the first nine months of holding your probationary license you will have the following restrictions:

1. From 5 a.m. to midnight, you can drive alone and travel anywhere. In addition, any number of your immediate family members (including legal guardian) and the following people can ride with you:
 - **one** person who holds a valid regular (non-probationary) license with at least two years driving experience **and** who is one of the following:
 - = a qualified instructor 19 or older, **or**
 - = a person 21 or older
 - **one** other person (e.g., friend or date)
2. From midnight to 5 a.m.
 - **If driving between home, school, and/or work you can drive alone.** The same people as listed in number one above can be with you.
 - **If driving anywhere else, you must have one of the following people seated beside you:**
 - = a parent or guardian
 - = **one** person who holds a valid regular (non-probationary) license with two years of licensed driving experience **and** who is one of the following:
 - a qualified instructor or spouse 19 or older, **or**
 - a person 21 or older
 - = In addition, you can have any number of your immediate family members and one other person ride with you.
3. Restrictions will be extended six months if:
 - you are convicted of a moving violation, **or**
 - you violate any of the restrictions, **or**
 - your license is revoked or suspended for any reason.

Note: The term of the passenger and time-of-day restriction stops while your operating privilege is suspended or revoked. It resumes again when your operating privilege is reinstated.

SKILLS TEST GUIDE

TURNS

Approach

Traffic Checks - Before a driver even reaches the corner (about the time he/she puts on the turn signal), a check of traffic should be made. Head movement and peripheral vision alerts what is in front of the driver, but a check of the rearview mirror must be made to see what is going on behind you.

Signal - In the city the turn signal should be activated 100' before the corner. Signaling too early or too late confuses other traffic.

Decelerate - There should be a smooth deceleration not only for safety but also for comfort of passengers. Passengers should not be thrown back and forth because of poor or late deceleration.

Stop

Gap - A driver should be far enough behind the vehicle front as to see the entire rear bumper. Better still, the driver should be able to see the rear tires of the car in front. Defensive driving means keeping the defensive zone around you.

Stop Line - Always stop before a painted line at a corner. If no stop line is there, stop before the crosswalk. Pedestrians have the right of way.

Wheels Straight - For safety, Keep your wheels straight until you can actually start the turn, especially the left turns. If rear ended you do not want to be pushed into on coming traffic.

Turning

Traffic Check- Check both ways and quite thoroughly for traffic before turning

Gears - Shift gears before the turn, never during the turn.

Speed - Again, turns should be made so the passenger is not thrown about by centrifugal force.

Wide/Short - Turns should not be made so wide as to interfere with other lanes of traffic. Taking corners too short, especially left turns, may cut off other traffic.

Completing Turn

Correct Lane - By law a driver is required to turn into the correct lane on a multiple lane street. Check the driver's manual about turning at multiple- lane streets.

INTERSECTIONS

Stopping at Intersection

Traffic Check - Check traffic pattern around you, including rearview mirror, before you reach the corner.

Decelerate - See TURNS/Stop/Gap and stop line

Driving Through

Traffic Check - check for traffic both ways well before committing yourself to driving through an intersection. At uncontrolled intersections, yield to traffic on your right. Be ready to stop if traffic on your left does not yield to you. Defensive driving!

Cover Brake - Be ready to apply the brake.

*****IF A DRIVER NEITHER LOOKS OR COVERS THE BRAKE AT AN UNCONTROLLED INTERSECTION, IT IS AN IMMEDIATE DISQUALIFICATION. ****

URBAN SECTION

Traffic Check - Check the rearview mirror about every 8-10 seconds to have an overall knowledge of the traffic pattern.

Lane Changes

Traffic Check - A lane change requires not only a check of traffic by using mirrors, but also a check of the "blind spot." "This can only be done by turning one's head in the direction he/she moving, glancing to the rear.

Y-TURN

Approach

Traffic Check - Glance to the rear and check over the right shoulder when pulling to the curb.

Signal - Turn on the right turn signal to alert others you are moving right.

Performance

Traffic Check - Check over your left shoulder before leaving the curb to start this maneuver. Once across the street, check both up and down the street before starting the backing part of the Y- turn. While backing look back.

Pull-ups - The Y-turn should be done in 3 steps (pulling across, backing, and pulling out) No additional pull-ups should be needed.

Resume

Traffic Check - Check one last time to your right before pulling out to resume driving down the street.

HILL STOP/START

Approach

Traffic Check - See Y-TURN/Approach/Traffic Check

Signal - See Y-TURN/Approach/Signal

Stop

Wheels - Check the driver's manual for proper way to turn the wheels while parking on a hill.

Resume

Traffic Check - Always check the "blind spot" over your left shoulder before pulling back into traffic. (Turn your head and look back.)

PARKING SKILLS

NOTE: The examiner will always try to find a vehicle in the street during the skill test to conduct a parallel parking maneuver. If no vehicle can be found, the driver will be evaluated here on his/her skills in parking in the lot at the driver test station.

Approach

Traffic Check - See Y-TURN/Approach/Traffic Check

Signal - See-TURN/ Approach/Signal

Park

Spacing - A legally parked vehicle should not be more than 1' from the curb or closer than 2' from the vehicle in the front and back.

Pull-up - Once backed into the parking stall, only one pull-up is necessary to straighten and align the vehicle.

Resume

Traffic Check - See HILL STOP/ Resume/Traffic Check

Backing

Positioning and Resume is the same as the Hill Stop/Start

Control - Back no faster than a slow walk

HAZARD RECOGNITION

Traffic Check - Railroad crossing are hazards that should be checked before crossing. Always check intersections with multiple tracks for more than one train.

Knowledge of Vehicle - Take time to learn where the instruments are and how they work.

BEHIND-THE-WHEEL: 6 LESSONS

We encourage the parents to get involved in their student's Drivers Education. The following is a list of the lessons that the student will be taught each time he/she takes a lesson from us. Ries Driving School asks the parents to spend two to three hours practicing with their student after each lesson. After a student takes a lesson from Ries Driving School, they should practice what they learned and then start preparing for the next lesson in order that we can build on what was taught.

1. **Introductory Lesson - will be focusing on the vehicle's controls, speed and vehicle control, and the rules and regulations of the road.**
2. **One Ways, Y-turns, Hill Parks - will be working on right and left turns. Will practice y-turns, hill parks, railroad crossings and uncontrolled intersections.**
3. **Parallel Parking - will continue work on turns but will also concentrate on lane changes and parallel parking.**
4. **Highway Lesson - will work on entering and exiting the highway and review city driving.**
5. **Review Lesson - will review any and all requests from students.**
6. **Final Lesson - will have the student take a test similar to the Road Test and then assess their driving performance. Excellent lesson for the student to find out how well they are doing.**

If you have any questions as you are working with your student, please contact us at 921-2846!



SPONSORSHIP WITHDRAWAL

Wisconsin Department of Transportation
MV3118 7/2016



As authorized by s.343.15(3) Wis. Stats., I certify that I am the adult sponsor of the identified minor. I withdraw my sponsorship of the minor identified below and request that the license of this minor be canceled. I understand the only person who may withdraw sponsorship of minor is the adult sponsor who signed the last application for the license.

Minor Name - Please Print (<i>First, Middle, Last</i>)	Minor Birth Date <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>m m - d d - v v v v</small>
Minor Address (<i>Street, City, State, Zip Code</i>)	Wisconsin Driver License Number of Minor <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <small>1 2 3 4 - 5 6 7 8 - 9 10 11 12 - 13 14</small>
Sponsor Name - Please Print (<i>First, Middle, Last</i>)	Relationship to Minor
Sponsor Address - If different from that of minor (<i>Street, City, State, Zip Code</i>)	

Mail to: Wisconsin Department of Transportation
Division of Motor Vehicles
P.O. Box 7995
Madison, WI 53707-7995

The Wisconsin Department of Transportation complies with the Americans with Disabilities Act.

X

(Sponsor Signature)

(Date)

To withdraw sponsorship and have the license canceled, complete form MV3118 above. Detach and mail to the address given. A person may reinstate the license by submitting a new application and paying the reinstatement fee (\$60.00). If the applicant for reinstatement is under 18 years of age, sponsorship (by an eligible adult) is required.

PERSONS WITHOUT AN ADULT SPONSOR

s.343.15(4) Wis. Stats.: The department may issue a license to a person who is under 18 years of age even though an adult sponsor has not signed the application for license if such person is in one of the classes specified in this subsection or in a substantially similar class specified by the department by rule and if a certificate of insurance to the effect that such person is covered by a motor vehicle policy of liability insurance meeting the requirements of s.344.33 Wis. Stats. has been filed with the department. Such policy may be canceled or terminated only after notice as provided in s.344.34 Wis. Stats.

- (a) A person who does not have a living parent.
- (b) A person who does not reside with his or her parents and who is a full time student or earning a living.
- (c) A person who is a ward of the state, county or court and who has been placed in a foster home or in the care of a religious welfare service.
- (d) A person who is married and whose spouse is under 18 years of age.

FILING CERTIFICATE OF INSURANCE SR22 IN LIEU OF SPONSORSHIP

1. Tell your insurance agent that you are filing insurance "in lieu of sponsorship." Be sure the agent understands the filing is not required because of a revocation of your operating privilege.
2. The insurance company should give you an original Certificate of Insurance SR22 which certifies you have insurance.
3. Present the original SR22 at your local DMV Service Center when you apply for your license.

NOTIFICATION OF JUVENILE TRAFFIC VIOLATION OR REVOCATION

s.343.15(5) Wis. Stats.: When a citation for a moving traffic violation, under chs. 341 to 349 or under a local ordinance in conformity therewith, is issued to or a notice revocation under s.351.027 Wis. Stats. is sent to a person who is under 18 years of age and required to have a sponsor under this section, the issuing or filing agency shall, within 7 days, notify the person's sponsor or parents of the violation or notice. When the

Secretary suspends or revokes the operating privilege of a person who is under 18 years of age and who possesses a license and who is required to have a sponsor under this section or when the Secretary receives notice that a court has suspended or revoked the operating privilege of such a person, the Secretary shall, within 14 days after the suspension or revocation or receipt of the notice of suspension or revocation by the court, respectively notify the person's sponsor or parents of the suspension or revocation.

SPONSORSHIP INFORMATION

Wisconsin Department of Transportation MV3118

WHO MAY SIGN AS SPONSOR

s.343.15(1)(a) Wis. Stats.: Except as provided in sub. (4), the application of any person under 18 years of age for a license shall be signed and verified by either of the applicant's parents, or a stepparent of the applicant or other adult sponsor, as defined by the department by rule. The application shall be signed and verified before a traffic officer, a duly authorized agent of the department or a person duly authorized to administer oaths.

Chapter Trans 102.21 Wis. Admin. Code, Sponsorship of persons under 18 years of age.

(1) DEFINITIONS. In this section:

- (a) "Adult" means a person who is 18 years of age or older.
- (b) "Foster parent" means a person licensed to operate a foster home or treatment foster home under s.48.62 Stats.
- (c) "Guardian" means the person named by the court having the duty and authority of guardianship.
- (d) "Minor" means a person less than 18 years of age.
- (e) "Parent" means either a biological parent, a husband who has consented to the artificial insemination of his wife under s.891.40 Wis. Stats., or a parent by adoption. If the child is a non-marital child who is not adopted or whose parents do not subsequently intermarry under s.767.60 Wis. Stats., "parent" includes a person adjudged in a judicial proceeding to be the biological father. "Parent" does not include any person whose parental rights have been terminated.
- (f) "Stepparent" means a person who is married to the minor's biological or adoptive parent and is not a biological or adoptive parent of the minor.

(2) ADULT SPONSORS. The following adults may sponsor a minor's application for Wisconsin operator's license:

- (a) The minor's parent, stepparent or guardian.
- (b) The minor's spouse.
- (c) The minor's grandparent, brother, sister, aunt, uncle or foster parent if the minor does not reside with any of the persons identified in par. (a).
- (d) The person with whom a foreign exchange student resides if the foreign exchange student is from outside the United States and is not residing with any of the person identified in par. (a).

(3) POWERS OF ATTORNEY. An adult holding a valid power of attorney may execute the sponsorship form for a minor on behalf of a sponsor.

(4) PROOF OF IDENTITY. A sponsor or attorney-in-fact of a sponsor shall provide proof of identity satisfying the requirements of chapter Trans 102.15 (4) when a department representative acts as the witness to a sponsor's or attorney's in-fact signature.

EDUCATIONAL AND NONHABITUAL TRUANT VERIFICATION

s.345.15(1)(b) Wis. Stats.: The adult sponsor under par. (a) shall sign and verify on the application that the person under 18 years of age is enrolled in a school program or high school equivalency program and is not a habitual truant as defined in s.118.16(1)(a) Wis. Stats., has graduated from high school or been granted a declaration of high school graduation equivalency or is enrolled in a home based private educational program as defined in s.115.001(3g) Wis. Stats.

CERTIFICATION OF BEHIND-THE-WHEEL DRIVING EXPERIENCE

To be eligible for a Probationary driver license, the adult sponsor must certify the minor has accumulated at least 30 hours of behind-the-wheel driving experience, at least 10 hours of which were during hours of darkness.

LIABILITY OF SPONSOR

s.343.15(2)(b) Wis. Stats.: Any negligence or willful misconduct of a person under the age of 18 years when operating a motor vehicle upon the highways is imputed to the parents where both have custody and either parent signed as sponsor, otherwise, it is imputed to the adult sponsor who signed the application for such person's license. **The parents or the adult sponsor is jointly and severally liable with such operator for any damages caused by such negligent or willful misconduct.**

SPONSOR RELEASE FROM LIABILITY

s. 343.15(3) Wis. Stats.: Any adult who signed the application of a person under the age of 18 years for a license may thereafter file with the department a verified written request that the license of such minor be canceled. Within 10 days of receipt of such request the department shall cancel the license. When the license has been canceled, the adult who signed the application and the parents or guardian of such minor is relieved from the liability which otherwise would be imposed under sub. (2) by reason of having signed such application or being a parent or guardian, insofar as any negligence or willful misconduct on the part of the minor while operating a motor vehicle subsequent to the cancellation concerned.

SCHEDULE FOR DEPARTMENT OF MOTOR VEHICLES

APPLETON

711 W. Association Dr.

Monday - Friday 8:30a – 4:45pm

BEAVER DAM

N7146 East Plaza Dr. (off Hwy 33)

Monday - Friday 8:30a- 4:45pm

BERLIN

832 State Road 91

Monday & Wednesday, 7:00a – 5:00 p

CHILTON

104 Southside Shopping Center

Tuesday & Thursday, 7:00a – 5:00 p

FOND DU LAC

833 S. Rolling Meadows Dr.

Monday - Friday 8:30a- 4:45p

MANITOWOC

3651 Dewey St.

Monday - Friday 8:30a – 4:45p

OSHKOSH

2301 Omro Rd.

Monday - Friday 8:30a – 4:45p

PORTAGE

260 East ridge Dr.
Tuesday & Thursday, 7:00a – 5:00p

SHEBOYGAN

3603 Kohler Memorial Dr.
Monday - Friday 8:30a – 4:45p

WAUTOMA

715 W. Main Street
Tuesday & Thursday, 7:00a – 5:00p

WEST BEND

1516 W. Paradise Dr.
Monday - Friday 8:30a - 4:45p

WESTFIELD

438 Industrial Drive
Monday & Wednesday, 7:00a – 5:00p

ROAD TEST APPOINTMENTS: Visit our web site www.riesdrivingschool.com
and click on Schedule Road Test Appointment; or go to the DMV web site
<http://www.dot.wisconsin.gov/drivers/drivers/schedule.htm>.

**To contact a DMV, you can call 1-(800) 924-3570 or go the DMV web site
<http://www.dot.wisconsin.gov/drivers/index.htm>.**

Road Test Applicants: Please Read Carefully

Make sure you clarify any questions with the examiner before your skills test begins.

On the road test, you will not be asked to do anything illegal.

The examiner will give you directions at least a block in advance. If the examiner does not tell you to do anything, go straight ahead. If you do not understand the directions, please ask for clarification.

Drive as if other traffic and pedestrians are present. This includes determining if it is safe to perform all maneuvers, including when backing your vehicle.

If you don't understand what the examiner wants you to do, let him/her know you do not understand.

The examiner has to make notes during the test. Please try to not be distracted by this.

Please have the radio and cell phones turned off.

Please know how to operate your vehicle controls:

- Headlights – high/low
- Turn signals
- Horn
- Emergency or Parking Brake
- Windshield Wipers
- Heater and Defroster

Road Test Prep-Trip Inspection

You will need to know how to operate the following controls when you are on your WI State Road Test:

- Headlights: high and low beams.
- Left Turn Signal
- Right Turn Signal
- Horn
- Foot Brake
- Windshield Wipers
- Heater, Defroster, and Fan
- Driver's Side Window

A vehicle equipment safety check is required before all road tests. Listed below are some of the most common vehicle equipment deficiencies that are found by the examiner which would be cause for the road test being denied.

- Registration is expired more than 30 days
- No brake light on either side of the vehicle
- Directional signals are missing or inoperable
- Defective or obstructed windshield, side, or rear window.
- Driver or passenger door inoperable.
- Defective or missing required inside or outside mirror.
- Deffective or missing speedometer.
- Defective or missing horn.
- Defective or missing brakes, except parking brake.
- Defective or missing head lights or tail lights
- Eexcellsiive worn or defective tires.
- Defective or missing windshield wipers or defroster
- No permanently mounted front seat for the examiner.
- No safety belts. (in 1972 or later vehicles).
- Safety belt is extremely dirty or inoperable.
- Applicant refuses to wear safety belt during road test.

Please ensure that your vehicle meets these minimum requirements.

ROAD TEST INFORMATION

(The process of getting your Probationary License)

To make a Road Test appointment with the Department of Motor Vehicles, your best bet is to use their web site, www.dot.wisconsin.gov/drivers/drivers/schedule.htm OR our web site, www.riesdrivingschool.com and click on the *Schedule Road Test Appointment* icon. Please have your **Social Security number** when making this appointment. The Department of Motor Vehicles will schedule road test appointments a maximum of eleven and a half weeks ahead. It generally takes four to six weeks to get an appointment, so plan accordingly. When planning, please keep in mind that you should not schedule your last Behind the Wheel lesson with Ries Driving School too close to this road test appointment. Ries Driving School may have difficulty scheduling your final lesson, due to weather cancellations and availability.

The day of your road test is very important, so you will want to be fully prepared. This means that your car can pass inspection; you are ready to perform your driving skills; and your paperwork is set too. We gave you a sheet in the temps envelope with tips about you and your car. Make sure you have the following items with you:

1. **Application Form** - The application form should be properly filled out. You will need to sign the first line on Section D (Applicant Certification), certifying that you have not committed a moving violation in the past six months. Your sponsor's signature will need to be *notarized*. The office staff at Ries Driving School, or the examiners at the Motor Vehicle Department, can do notarizing.
2. **Social Security Card** – If your social security card was scanned at the DMV when you went to get your temporary permit, you need not bring it again. If you are not sure, look at your temps. If you see a gold star at the top, you had your social security card scanned.
3. **Temporary Permit**
4. **\$43.00** - Payment for your license at the Motor Vehicles Department. If you are paying by check, please make the check out to **REGISTRATION FEE TRUST**. The DMV also accepts credit cards. You will have to pay the \$43.00 only after you pass the Road Test.

Your *completion information* will be processed in the Ries office and sent electronically to the DMV; you do not need to sign a form. If you have any questions regarding the paperwork or the driving skills that you will be tested on, please contact Ries Driving School at 921-2846!

Remember that we do offer a *Road Test Lesson*. The lesson includes half an hour of practice before your Road Test and the use of our car for the test. The charge is \$60.00 in Fond du Lac and \$120.00 out of town. Call to reserve a car or for more information!

