

Dear Driver Ed Student and Parent(s),

If you are at least **15 years old** and have finished **half*** of the Classroom program, you are eligible to take the tests and get your Temporary Permit (Temps). The following information is about **the process** of getting your Temps.

***Half:** Online and blended students: finished Unit 30 and received a passing score on the mid-term test.

Virtual and face-to-face students: finished Days 1-8.

1. Before you go to the DMV, you will need an MV3001 (Wisconsin Driver License Application) form. If you are less than 18 years of age, the Ries Driving School office will need to sign that form, enrolling you in the Ries Behind the Wheel program. To obtain that signature, your current payment total must be at least \$250; if it's lower than that, a payment needs to be made. The \$250 covers the Ries signature and the first half of the driving lessons. This is **NOT** an added cost, but part of the original contract amount.

Payments can be made by cash, check or credit/debit card; card payments can be made by phone. A Ries-signed app can be handed or mailed to you, or FAXed to the DMV the day you go; call Ries at 921-2846 when you're ready to leave home or when you arrive at the DMV.

2. The form is not official unless filled out in **blue or black ink**. Mistakes need to be crossed out with a single line. For help filling out the form, see the instructions on the *reverse side*.
3. Sponsor Certification: a **parent or guardian** needs to fill out and sign this section if you are **under 18 years of age**. See details on the *reverse side*.
4. Temps Testing & the process at the DMV:
 - a. There are two Temps tests, both multiple choice: the Sign test, identifying 15 traffic signs; and the Knowledge test, 50 questions on general driving knowledge. A score of 80% is required on each test. You may do Temps testing using paper and pencil at Ries Driving School (see b), or on a computer touch screen at the DMV (see c). **Prepare** for temps testing with an app (Ries website, home page: Download Exam App; online, driversprep.com).
 - b. **Testing with us:** Please call and make an appointment. If you pass both tests, you will not need to test at the DMV. If you fail a test, you can retake it here or at the DMV. When you have the scores you need, we will mark your results on the application form. You must go to the DMV (any DMV facility) for Temps; we can do testing, but only the state can issue your Temps/Temporary Permit. (See d.)
 - c. **Testing at the DMV:** No appointment is needed to test and get Temps at the DMV. You may go to any DMV facility. **NOTE: The DMV wants you there no later than one hour before they close.** You need time to do well on the tests, and then to process and print everything.
 - d. **What to bring** to the DMV: The filled-out MV3001 form, signed by Ries; an **original or certified copy** of your birth certificate OR a valid passport OR your Wisconsin photo ID; your original Social Security Card and \$35.00. The DMV takes cash, a check made out to **Registration Fee Trust**, or a credit/debit card. Remember, **blue or black ink**.
 - e. The DMV staff will scan your documents, administer the vision test and take your picture. You will receive a **paper** Temporary Permit, which lets you drive for **45 days**. The Temps card will be mailed to your home address within 7 to 10 business days and is good for **one year**.
 - f. The State requires you to take one behind the wheel lesson within the **first sixty days** after receiving your Temps. We recommend that you practice for approximately 3 to 4 weeks with a parent before taking your first lesson, to familiarize yourself with the steering wheel and pedals.
5. If your Temps expire, you will need to renew them. *You cannot legally drive on an expired Temporary Permit.* The process is similar to getting your first Temps, except you will not need to do testing. Ries Driving School will sign and give you a new MV3001 form, and your sponsor's signature will need to be notarized. You can then go to the DMV for new Temps; you will pay \$35.00 for the renewal. Your new Temps will also be good for one year.
6. If your Temps are lost or damaged, you will need to get a duplicate. Ries Driving School will sign and give you a new MV3001 form, and your sponsor's signature will need to be notarized. You can then go to the DMV for new Temps; you will pay \$14.00 for the duplicate. Remember, if you lose your Temps, *you cannot legally drive until you get the duplicate!*

Ries Driving School (920) 921-2846 643 South Military Rd, Fond du Lac www.riesdrivingschool.com

RT712/21

Dear Ries Driving School student and parent(s),

This letter is about the **application form** (MV3001). If you received a form with the Ries signature (School Certification), this letter will help you fill out the rest. If not, go to the Ries website, riesdrivingschool.com, home page, click on Program Resources and print off the WI driver license application form and start from scratch.

Filling out the application form:

Use **blue or black ink**. Anything printed needs to be in **block lettering** (all capital letters).

First line: **Social Security** number (required). **Name:** Entire first, middle, last names as shown on your birth certificate. **Birth date:** two digits each for month and date; if you don't have two, start with a zero; four digits for the year.

Second line: **Residence address:** You may abbreviate Street, Road, Avenue, etc., but use block lettering. **State:** WI. **County:** the name of the county, not the word County.

Third line: Use this line only if you are a foster/foreign exchange student; or if you wrote a fire number for your address in line 2 but get your mail at a Post Office box in town.

Fourth line: **Sex/Gender:** M or F. **Race:** W (White) All ancestors came from European countries other than Spain; H (Hispanic), B (Non-Hispanic Black), A (Asian or South Pacific Islander). **Eyes/Hair:** tell the colors, even if changed.

Numbered section: Check **#1** if you choose to be an organ donor. Check **#2** to avoid more junk mail. **#4:** If you ever got in trouble and an officer said your license is suspended, check YES and give the details. If you're not sure of your status, contact the DMV. **#8:** If you wear glasses or contacts, but think you can pass the vision test without them, take them along but don't mark **#8** until after the test. **#10:** If you were knocked out in sports, for example, mark YES and mark "Traumatic Brain or Head Injury"; you had a concussion. **#11,** Mark U.S. Citizen if you were born in the United States.

Line with black X: Write in cursive the name you printed on line 1, plus the date you go to the DMV to get Temps.

Side two, bottom panel, **DRIVER LICENSE APPLICANT UNDER AGE 18 ONLY.** Left side, **Applicant Certification:** Write in cursive the name you wrote on side one if you have not had a traffic ticket in the last 6 months.

School Certification: Ries Driving School marks this (the Ries signature). Our signature tells the DMV you are enrolled with us for the Behind the Wheel program. We also mark the Test Results section. If you do testing with us, we mark Pass or Fail. If not, we X out the boxes and draw a line through that section.

Sponsor Certification: A **parent or guardian** needs to sponsor you, if you are **under 18 years of age**. The signing next to the black X 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. There is no fee for notarizing.

Driving and Behind the Wheel Lessons:

The standard Behind the Wheel program is six two-hour lessons, one hour observing and one driving. The state requires you to drive a **full six months** on your Temps if you receive them when you are 15.5 or older. After the first lesson, we suggest that you spread out the rest (i.e., one lesson every 3 to 4 weeks) over the 6 months. That way you have a few weeks to practice the maneuvers you learned in the previous lesson before you go to the next one. **If the student acquired the temporary permit at 15 years of age, we suggest spreading the lessons out every 6 – 8 weeks over that year they hold their temporary permit.**

If you're taking a Road Test, start planning for it about halfway through Behind the Wheel. The DMV schedules Road Test appointments 11 ½ weeks ahead. Schedule your last Ries lesson two to three weeks before the Road Test.

We schedule Behind the Wheel lessons **one week ahead**. Each Monday at 9 am, we start booking the following week's appointments. We continue to schedule throughout the week until all appointments are filled. Your best picks are early in the week; you or a family member may call (920) 921-2846. You can buddy up with a friend, too.

If you have questions on this information, please call, or email us at info@riesdrivingschool.com.

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

URNS

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 drivers 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.

Pullups - 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 drivers 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 Y-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 8/2021



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 Y Y Y Y</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 (*Street, City, State, Zip Code*)

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 50 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.

Dear Ries Driving School Student and Parent(s),

Making an appointment for a **Road Test** can be challenging.

TELEPHONE: When you call the phone number printed in the Handbook for making Road Test appointments, you will be given a different phone number: 1-608-264-7478; this number is not toll-free. To use the system at that number, you need the Social Security number and birthdate of the person the appointment will be for.

INTERNET: A much better option, encouraged at DMV phone numbers, is using the Web. The Road Test Web address is printed in the Handbook, and a link is available at www.riesdrivingschool.com. Either way, you have access 24/7, and you can search the schedules of various DMV centers to find a convenient day and time.

STRATEGY IS KEY: First of all, start working on your appointment about three months before you plan to take the Road Test. The Road Test appointments offered by phone or online could be over **11 ½ weeks** ahead. They only release 60% of the road tests at this time. Each day the DMV may add more lessons on a month ahead.

RESCHEDULING: If you schedule a Road Test online and later go online to change it, the DMV appointment system first asks for identifying information you put in the first time. It asks whether you want to reschedule or exit. If you click Reschedule once, the system shows you other options; but when you change the appointment and click Reschedule again, it cancels the old appointment and replaces it with the new.

WE CAN HELP: We are willing to help, and we can in some ways, to complete driver training requirements. Just ask. Especially the first time through the process, we can help you walk the maze. The scheduling process takes planning, a bit of skill, and sometimes *a lot* of patience. Good luck in your quest!

Sincerely,
Ries Driving School

SCHEDULE FOR DEPARTMENT OF MOTOR VEHICLES

APPLETON

711 W. Association Dr.

Monday - Friday 8:30a – 4:45p

BEAVER DAM

N7146 East Plaza Dr. (off Hwy 33)

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

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 Eastridge 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 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!

