

# DRIVER LICENSE HAZARDOUS MATERIALS ENDORSEMENT SPECIAL INSTRUCTIONS

Wisconsin Department of Transportation MV3735 5/2016

## 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 STATEMENT

**Authority:** 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106, 114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936, 44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.

**Purpose:** The Department of Homeland Security (DHS) will use the biographic information to conduct a security threat assessment. Your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into US-VISIT Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of the information.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C. 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. 522a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

**Disclosure:** Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for a security threat assessment.

## 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](http://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 5/2016

**Print all requested information in black ink.**

Wisconsin Driver License Number			Social Security Number*			Product Number		
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
Current Residential Address – Street			Apt #	City	State	ZIP Code	County of Residence	
Previous Residential Address – Street			Apt #	City	State	ZIP Code	County of Residence	
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 – Street	Apt #	City	State	ZIP Code	County
Second Employer – Name			(Area Code) Telephone Number		
Second Employer Address – Street	Apt #	City	State	ZIP Code	County

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)

**WisDOT OFFICE USE ONLY**

**X**

(DMV Processor Signature)

(Processor ID)

(Date Processed – m/d/yyyy)