



PUBLIC PASSENGER VEHICLES VEHICLE REPLACEMENT PROCEDURES

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202

(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV
WWW.MILWAUKEE.GOV/LICENSE

STEP 1: File Required Documents and Fee.

Applicants must file with the License Division the following forms and documents, and pay the **\$100 (effective January 1, 2009)** vehicle transfer fee:

► **Items To Be Filed At Time of Application:** Items 1 to 3 must be filed with the License Division at the time application for a car change is made.

1. Public Passenger Vehicle Replacement Form (ccl-199q). Applicants are required to complete the form in its entirety.

2. Certificate of Vehicle Registration. Applicants are required to obtain from the Wisconsin Department of Transportation (WisDoT) and file with the License Division certificates of vehicle registration relating to the replacement vehicle.

[!] Important: Certificates of vehicle registration must be issued in the correct legal names of the permit holders.

Applicants who cannot obtain certificates of vehicle registration, because of any waiting period imposed by WisDoT, may present applications showing proof of receipt of the applications by WisDoT and payment of the registration fee.

Applicants providing proof of application shall present the certificates of vehicle registration to the License Division as soon as they are issued.

3. \$100 Vehicle Transfer Fee. Upon receipt of a bill and other related documents from the License Division, applicants must pay to the City Treasurer's Office the \$100 vehicle transfer application fee. Applicants are required to retain and present at the vehicle inspection site the payment receipts received from the Treasurer.

► **Items To Be Filed Before Permit Issued:**

Items 4 and 5 must be filed with the License Division before the transfer permit for the new vehicle will be issued. Although encouraged, Items 4 and 5 are not required to be filed at the time application for a car change is made.

4. New Certificate of Insurance. Applicants are required to obtain from their insurance agents and file with the License Division new certificates of insurance or change of vehicle endorsement forms.

Certificates of insurance must show proof of insurance; list the year, make, vehicle identification number and permit number of the replacement vehicle; and delete the old vehicles.

[!] Important: Certificates of insurance must be issued in the correct legal names of the permit holders.

Copies of certificates of insurance can be faxed to the License Division at (414) 286-3057; however, if a copy is faxed, an original certificate must still be filed with the License Division.

5. Current PPV Permit. Applicants are required to turn in the current permits relating to the old vehicles to the License Division before the transfer permit can be issued for the new vehicles.

STEP 2: Get New Vehicle Inspected.

Any vehicle replacing a vehicle for which a public passenger vehicle permit has been issued is required to undergo an inspection prior to being placed into service. Inspections for vehicle replacements are only conducted each Thursday between the hours of 1:00 and 2:00 p.m.

All inspections of vehicles are conducted at the Department of Public Works, Southwest Shop located at 2657 S. 31st St.

Applicants are required to present to the vehicle inspector the following items:

1. The certificates of vehicle registration (or application for registration) for the replacement vehicles; and
2. The receipts showing payment of the \$100 vehicle transfer application fee.

When replacement vehicles pass inspections, applicants receive inspection slips from the vehicle inspector, and the vehicle inspector places current inspection stickers on the replacement vehicles.

[!] Important: Applicants are not permitted to operate the replacement vehicles unless and until:

1. The inspection slips received from the vehicle inspector are submitted to the License Division, and
2. The License Division issues PPV permits for the replacement vehicles.

STEP 3: Get New PPV Permit Issued.

Applicants are required to first present to the License Division the inspection slips received from the vehicle inspector and Items 4 and 5 listed in Step 1 (if not already filed) in order to be issued PPV permits for the replacement vehicles.

Permits will be issued only to the vehicle owners, unless signed and notarized Authorized Representative Statements are on file with the License Division.

[!] Executive Sedan Limousines, Transfers Only Permitted for Certain Vehicles.

See form ccl-199zz: List of Approved Vehicles for a list of vehicle makes and models which have been approved to operate as luxury limousines under the executive sedan classification, s. 100-3-11-b, MCO.

Transferring a permit to a vehicle not approved to operate as a luxury limousine under the executive sedan classification is not permitted—an application for a new permit must be filed.

If the City Clerk determines that your application for a public passenger vehicle permit for a luxury limousine does not meet the definition of luxury limousine under the executive sedan classification, s. 100-3-11-b, MCO, no permit will be issued unless the applicant requests, in writing pursuant to s. 100-66-2, MCO, a hearing before the Public Safety (PS) Committee relating to an appeal of the City Clerk's determination.

See form ccl-199a3: Executive Sedan Appeal Form to appeal City Clerk's determination. The form must be completed in entirety and submitted with required documentation to the License Division no more than 10 working days after the date on which you were notified of the City Clerk's determination.

[!] Important: Vehicles not meeting the definition of luxury limousine CANNOT go to vehicle inspection unless and until the PS Committee has made a favorable recommendation related to the appeal of the City Clerk's determination.



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Full Name (Last, First & Middle Initial) of Permit Holder*:			
Business Name:			
I am transferring public passenger vehicle permit # _____			
From (enter old vehicle information).			
Year:	Make:	Model:	Passenger-carrying capacity:
Vehicle ID Number (VIN):		License Plate Number:	Color:
To (enter new vehicle information).			
Body style: (Check <input checked="" type="checkbox"/> one)			
<input type="checkbox"/> Limousine <input type="checkbox"/> 4-Door Sedan <input type="checkbox"/> 2-Door Coupe <input type="checkbox"/> Van <input type="checkbox"/> Wagon <input type="checkbox"/> Sport Utility <input type="checkbox"/> Other _____			
Year:	Make:	Model:	Passenger-carrying capacity:
Vehicle ID Number (VIN):		License Plate Number:	Color:
Luxury Limousine Classification: (Check <input checked="" type="checkbox"/> one, if applicable) <input type="checkbox"/> Stretched Limousine <input type="checkbox"/> Executive Sedan See s. 100-3-11, MCO, for luxury limousine classification definitions.			
Taxicabs changing affiliation at the time of vehicle replacement.			
<input type="checkbox"/> Check (<input checked="" type="checkbox"/>) box to indicate whether you are changing affiliation.			
Indicate New Affiliation:			
<input type="checkbox"/> All City Veteran Taxi <input type="checkbox"/> Brew City Cab Cooperative <input type="checkbox"/> American United Cab Company, Inc.			
<input type="checkbox"/> Yellow Cab Co-op <input type="checkbox"/> Mitchell International Taxicab <input type="checkbox"/> Independent			
The undersigned agrees to inform the City Clerk within 10 days of any substantial changes in the information supplied in this application. The undersigned shall not willfully refuse to provide the services offered under this license, or add charges or require deposits not required of the general public because of race, color, sex, religion, national origin or ancestry, age, handicap, lawful source of income, marital status, sexual orientation, gender identity or expression, familial status or the fact that a person is now or has been a member of the military service, whether dressed in uniform or not; and not seek such information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion on the basis of such information.			
_____ Signature of Permit Holder*		_____ Date	
(*Individual; either partner, if a partnership; or a duly authorized agent, if a corporation or limited liability company.)			

Office Use Only:

Initials: _____ **Filed:** _____ **Transaction #:** _____ **Approved Vehicle**
Permit #: _____ **Inspected:** _____ **Issued:** _____ **Unapproved Vehicle**
Late Inspection Fee - Transaction # _____ **Faxed to LIU**