



Clerk & Treasurer's Office
100 North Jefferson Street - Room 106
Green Bay, Wisconsin 54301-5026
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www.greenbaywi.gov

Phone 920.448.3010
Fax 920.448.3016

Public Vehicle License Application
(REVIEW BACK FOR INSTRUCTIONS)

TO BE COMPLETED BY APPLICANT

1. Vehicle Owner's Name: _____
2. Vehicle Owner's Date of Birth (if an individual): _____
3. Business Name: _____
4. Business Address: _____
5. Business Mailing Address: _____
6. Business Phone Number(s): _____
7. Vehicle Year & Make _____
8. Vehicle Model: _____
8. Vehicle Identification Number: _____
9. WI License Plate Number: _____ 10. Cab/Vehicle #: _____
11. Insurance Carrier: _____
12. Policy Number: _____

READ CAREFULLY BEFORE SIGNING. Under penalty provided by law, the signer states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any inaccurate or untruthful answer may be grounds for prosecution and license revocation. Signer acknowledges the provisions of the Green Bay Municipal Code relating to public vehicles and agrees to observe these provisions and all applicable provisions of the Green Bay Municipal Code and Wisconsin Statutes.

Signature of Applicant

(Date)

PART C – FOR CITY USE ONLY

- Certificate of Insurance Approved by: _____
- Date Filed: _____ Copy of Vehicle Registration (RISK) Copy of Rates (CLERKS)
- Passed GBPD Inspection: _____ Date Passed: _____

Public Vehicle License Application Instructions

Please refer to Chapter 10 for the ordinance regarding Public Vehicles:

https://library.municode.com/wi/green_bay/codes/code_of_ordinances?nodeId=COOR_CH10B_U_ARTXPUESE

No public vehicle may be operated in the City of Green Bay unless first licensed by the City. You must apply for a separate license for each vehicle. Applications filed prior to December 1 will expire December 31 the same year.

1. Fill out Application and review with the Risk Management Department. The Risk Management Department also needs:
 - a. Copy of the current vehicle registration through the Wisconsin Department of Transportation.
 - b. Certificate of Insurance with a minimum of \$500,000 combined single limit liability coverage which specifically lists the vehicle identified below. (The insurance certificate must also contain the following language, “Thirty days advance written notice of cancellation or non-renewal shall be sent to the City of Green Bay, Risk Management Division, 100 North Jefferson Street, Green Bay, WI 54301-5026.”)
 - c. Questions, contact Risk Management at 448-3071.
2. Once approved and signed by Risk Management, file the application at the Clerk’s Office. The Clerk’s Office also needs:
 - a. Payment of \$50 (covers \$25 licensing fee and \$25 GBPD Inspection Fee)
 - b. A document that shows the Current Public Vehicle Rates.
3. Schedule a Vehicle Inspections with GBPD.
 - a. Call 448-3183 to schedule an appointment for an inspection. You should call at least **seven days in advance** for an inspection.
 - b. At the inspection with GBPD, present the application and receipt provided by the Clerk’s Office.
 - c. Vehicles which fail the inspection for any reason will be required to be re-inspected before the vehicle will be licensed and an additional inspection fee will be charged.
4. A license will be mailed to you after Inspections are approved.