

Certified Copy of Valid Operator's License

What is a certified copy? A certified copy is a duplicate of an original document that is certified as an exact reproduction by the officer responsible for issuing or keeping the original.

A certified copy of an operator's license requires **both** of the following:

- 1) **A certification letter** dated, signed by the City Clerk or Deputy City Clerk and stating something like "The attached operator's license is a true and correct copy of the original operator's license issued by the City of _____ to the named licensee for the dates indicated."
- 2) **A duplicate copy** of the operator's license.

Example

Part 1 – Certification Letter



Certification

I, Jennifer Goergen, City Clerk of the City of Greenfield, Wisconsin, do hereby certify that the attached is a true and correct copy of an operator's license for Jane Doe, for the dates indicated.

In testimony thereof, I hereunto set my hand and the seal of the City of Greenfield, Wisconsin this 6th day of September, 2013.

CITY SEAL



Jennifer Goergen
(Signature)

Page 1

Part 2 – Duplicate copy of the operator's license

Wisconsin Department of Revenue Inheritance & Excise Tax Bureau	AND WHEREAS, The said applicant has paid to the treasurer the sum of \$ <u>40.00</u> as required by local ordinances and has complied with all requirements necessary for obtaining a license.
OPERATOR'S LICENSE	NOW THEREFORE, An "Operator's" License, pursuant to Sections (125.32(2) and 125.66(2) of the Wisconsin Statutes, and local ordinances, is hereby issued to said applicant.
No. <u>12345</u> \$ <u>40.00</u>	For the period ending <u>June 30, 2014</u>
WHEREAS, The local governing body of the City of Greenfield, County of Milwaukee, Wisconsin, has upon application duly made, granted and authorized the issuance of an "Operator's" License to:	Given under my hand and the corporate seal of the City of Greenfield this <u>21</u> day of <u>June</u> , 2013.
Jane Doe 7325 W. City Hall St. Greenfield, WI 53220 (OVER)	<i>Jennifer Goergen</i> (Corporate Seal) Clerk

Page 2