



LEGAL SERVICES DEPARTMENT

Office of the City Clerk

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

Fax: 920/832-5823

MEMORANDUM

June 18, 2020

To: Alderperson Siebers, Chair of Safety & Licensing Committee;
Safety & Licensing Committee Members

From: Kami Lynch, City Clerk

Re: Update to Municipal Code, Sec. 9-75(a)(10)b, Regarding Operator License Photos

As a result of the COVID-19 pandemic, many operations of licensing have been modified to accommodate increased safety measures while also continuing to service patrons in need of various licenses. One practice that has been suspended is the photographing of operator license applicants. After the temporary suspension of this practice, it has been decided that there is no actual need to issue photo identification cards for operator licenses. In addition, not requiring photos for operator license applicants expedites the process for issuing licenses and allows the application process to be completed solely by mail or without the need to appear in-person. Please find the proposed modification to the Appleton Municipal Code below:

(10) Operator's license.

a. An operator's license shall be valid for a two- (2-) year period and shall expire on June 30.

b. The Clerk shall issue ~~an~~ **photo** identification card for operator's licenses. Lost or stolen licenses may be replaced for a fee, the amount of which is on file in the City Clerk's Office.

Please do not hesitate to contact me if there are any questions regarding this request.

Respectfully,

Kami Lynch