

# Elevator Helper Registration



**Your application will not be processed or will be delayed unless you:**

- 1. Complete the application including signing and dating the first page.
- 2. Write in your social security number.
- 3. Attach the specified documents listed on this application.
- 4. Attach the specified fee listed on this application.
- 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

<b>Applicant Information</b>	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, E-mail Address:	

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Applicant's Signature Date (mo/day/yr)

**Send application and payment to:** DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.  
**Overnight mail delivery and office location:** DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703  
**All other correspondence:** DSPS Trades Credentialing, , PO Box 7082, Madison, WI 53707 Phone: 608-261-8467. TTY: Contact through Relay or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov).

**Credential Fee (nonrefundable): \$30.00 **class code 8260****

Make checks payable to: State of WI – DSPS. The fee consists of a \$15 application fee and a license fee of \$15. The credential will be effective for 4 years from the date of issuance.

**Reason for Credential:** A person who holds a credential issued by the department as a registered elevator helper may erect, construct, alter, replace, maintain, repair, remove or dismantle conveyances.

**Requirements of Credential:** A person who holds a credential issued by the department as a registered elevator helper may: under the direct supervision of a person who is licensed as an elevator mechanic, erect, construct, alter, replace, maintain, repair, remove or dismantle conveyances; under the general supervision of a person who is a licensed elevator mechanic or a licensed elevator mechanic-restricted ,maintain and repair conveyances and replace conveyance components and subsystems; or, under the general supervision of a person who is a licensed elevator mechanic or a licensed lift mechanic, erect, construct, alter, replace, maintain, repair, remove or dismantle conveyances covered under ASME A18.1 and ASME A17.1 section 5.2.

**Qualifications for Credential:** In accordance with SPS 305.996(3), a person applying for an elevator helper registration to erect, construct, alter, replace, maintain, repair, remove or dismantle conveyances shall be at least 18 years old.

**Fill** in the applicant's birth date (month/day/year, example 04/02/60):