

Wisconsin Department of Safety and Professional Services

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LicensE Portal: [License.wi.gov](https://license.wi.gov)
Email: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

JUVENILE MARTIAL ARTS INSTRUCTOR APPLICATION INFORMATION

AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED: Additional requirements, if applicable, will populate in your "Due Diligence" list following application submission and review.

- 30 **Application and Fees(s)** - Submit permit application and pay fee(s) online in LicensE, <https://license.wi.gov>. Fees are calculated in LicensE.
- 40 **Fingerprints** – You will receive information on how to obtain digital fingerprints ***after*** the Department has received an application and a signed Authorization for Release of FBI Information (**Form 2687**)."
- 50 **Authorization for Release of FBI Information (Form 2687)** / "Rtqxkukpu'ugv'htvj 'lp'Vksrg'4: . 'Eqf g'qh'Hgf gtcnT gi wrcvku'p'u*EHT+'Ugevkqp" 3806. 'tgs vktg'wu'vq'pqqvhl '{ qw'vj cv' { qw' hpi gtr tlpvu' o c { 'dg'wugf 'vq'ej gen'vj g'etko lpcn'j kvqt { 'tgeqtf u'y kj 'yj g'HDK'K'K'gpv'k'ecv'kqp'tgeqtf u' qdvc'kpgf 'htqo 'yj g'HDKo c { 'dg'wugf 'uqrgn' 'hqt' 'yj g'r wtr qug'tgs wguvgf 'cpf' 'o c { 'pqv'dg'f'kuogo lpcv'gf 'qwu'k'f'g' 'yj g'tgeg'k'k'pi 'f'gr ctvo gpv'tgrv'gf " Ci gpe { . 'qt' 'qyj gt' 'cwj qtk' gf 'gpv'k' (0'Vj g'F gr ctvo gpv'qh'Uchgv' 'cpf' 'Rtqhguk'k'p'cn'Ugt'x'legu'f' qgu'p'qv'f' gp { 'c' 'h'egpug'dcugf 'qp' 'yj g'k'phqto cv'kqp' 'kp' 'yj g'tgeqtf 'kugrh' 'dw'f' qgu'tgs vkt' g' 'yj g' 'u'wdo kxcr'qh'c' 'egt' v'k'gf 'eqr { 'qh' 'yj g' 'etko lpcn' 'eqo r' n'k'p'v' 'cpf' 'lw'f' i o gpv'qh' 'eqp'x'ev'kqp' 'kp' 'cp' { 'o' 'cwgt' 'y' j' 'lej' " y' qwf' 'cr' g'et' 'vq' 'dg' 'ecwug' 'hqt' 'f' g'p'k'c'ri'q'h'c' 'h'egpug'0'W' r'qcf ' 'yj g' 'hqt' 'c' n'pi 'y' kj 'c' 'r' j' q'qi' t'cr' j' "tgs vktg' -0
- 60 **Convictions and Pending Charges (Form 2252)** / "Cm'cr r n'ecp'u'y k'n'dg'tgs vktg'f 'vq' 'cpuy' gt' 's' wgu'v'k'p'u'q'p' 'yj g' 'cr' r' n'ecv'k'p' 'hqt' 'c'dqw' eqp'x'ev'k'p'u'q'h' 'cp' { 'etko g' 'qyj gt' 'x'k'p'v'k'p'u' 'cp'f' 'r' g'p'f' k'pi 'ej' cti' gu'lp' 'Y' k'uep'uk'p' 'qt' 'cp' { 'qyj gt' 'u'ev'g'0'Vj g'F gr ctvo gpv'y k'n'q'd'v'k'p' 'c' 'u'ev'g' 'cp'f' " h'gf' g't'c'ri'et'ko l'p'c'n't'geq'tf' u' 'ug'c'tej' 'qp' 'cm' 'cr' r' n'ecp'u'0 P' q' 'r' g'tu'q'p' 'o' c { . 'hqt' 'c' 'h'gg' 'r' t'q'x'k'f' g' 'o' c't'v'c'ri'c't'u' 'k'p'u't'w'v'k'p' 'vq' 'c' 'o' k'p'q't' 'h' 'y' g' 'r' g'tu'q'p' 'ku' 'c' 'o'f' k'us' w'c'ri'k'gf' 'q'h'g'p'f' g't'00

C' 'o'f' k'us' w'c'ri'k'gf' 'q'h'g'p'f' g't'0' g'c'p'u' 'cp' { 'qh' 'y' g' 'h'q'm'y' k'pi <

- A person who is required to comply with the reporting requirements under [Wis. Stat. § 301.45\(1g\)](#).
 - A person who has been convicted of a violation of [Wis. Stat. § 940.01](#) or a violation of the law of another state or the United States that would be a violation of [Wis. Stat. § 940.01](#) if committed in this state.
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- If a person who holds a Juvenile Martial Arts Instructor permit is convicted of a disqualifying offense, the person shall notify the Department within 14 days of the date of the conviction according to [Wis. Stat. § 440.03\(17\)\(f\)](#).
 - The Department shall revoke a permit issued to a person if, after the permit is issued, the person becomes a disqualified offender.