## **Chemical Test Certified Instrument Operator Electronic Permit Retrieval Instructions**

1. Click on <u>Operator Permits</u> box to enter the ChemTest-Public Box folder.

Operator Permits

2. Click open the Officer Permit folder.

	8
	DSP-ChemTest-Public
I	Name A
	Approval Letters
	BAIID Info
	Basic Training Manual
	Certification Document
	Dry Gas Certificate of Analysis
	Officer Permits

 Click County name for the list of agencies within county. Tip: click <u>Name</u> to list the folders alphabetically.

8	
DSP-ChemTest-Public > Officer Permit	5
Name A	
Adams Co-01	
Ashland Co-02	
Barron Co-03	
Bayfield Co-04	

4. Click on department name to display list of certified operators at that agency.

DSP-ChemTest-Public > Officer Permits > Dane Co-13
Name A
1300-Dane SO
1301-Albion Town PD
1314-Dunn Town PD
1316-Madison Town PD

5. To download all department permits into a zip folder, click on download arrow on right.

> Officer Permits > Dane Co-13 > 1300-Dane SO			1 of 20 < >
me o	Updated	Size	 Details
PRMT_1300_ALGIERS_TIMOTHY_J_20211207_072324.PDF	Dec 8, 2021 by Connie Schmidt	102.7 KB	Folder Properties
PRMT_1300_ALLEN_ELIZABETH_E_20211207_095108.PDF	Dec 8, 2021 by Connie Schmidt	103.6 KB	Owner
PRMT_1300_ALSAKER_RICHARD_M_20211207_064055.PDF	Dec 8, 2021 by Connie Schmidt	108.3 KB	WisDOT DSP Enterprise Owner
PRMT_1300_ALWIN_NATHAN_M_20211220_115155.PDF	Dec 21, 2021 by Connie Schmidt	101.4 KB	Wisconsin Department of Transportation
			Constant

## Or to download an individual permit.

- a. click on name of permit holder from list.
- b. when permit appears, click the Download button.

			Details
105	Division of State Patrol Chemical Test Section 3502 Kinsman Brulevard	Telephone: 608-243-2946	File Properties
	Madison, WI 53704	Facsimile (FAX): 608-243-2954	Owner WisDOT DSP
Decembe	T559 2/2019 (Replaces SP4044) P7016495 er 07, 2021		Uploader Connie Schmi
			Created Dec 8, 2021.
Trainin DANE CO	ng Officer DUNTY SHERIFFS OFFICE		Modified Dec 7, 2021.

6. This Download message will pop up. No need to Sign up or Log in. Click X to close.



7. Message will appear to Open or Save document. Open to print a copy of permit.

