

Mail-In Bicycle Registration Instructions

You can also register on line! <http://www.cityofmadison.com/bikeMadison/programs/registration.cfm>

To register by mail, send the following items to the address below:

1. A check or money order
 - payable to City Treasurer
 - for \$10 (or \$8, see Instructions for #13 below).
2. The application below (cut along the dotted lines).
 - See instructions below to complete application.
3. A self-addressed stamped envelope
 - (9.5" x 4" preferred)

To: Bicycle Registration
 City of Madison Traffic Engineering Division
 PO Box 2986
 Madison WI 53701-2986

Questions?

Check the web site:
www.cityofmadison.com/bikeMadison/programs/registration.cfm

or call the Bicycle Registration Coordinator at:
 (608) 266-4474

or e-mail: bikereg@cityofmadison.com

Please allow 2 weeks for delivery

CITY OF MADISON BICYCLE REGISTRATION APPLICATION
 (Please read the instructions below before completing application.)

1. PRINT LAST NAME		FIRST NAME		MIDDLE INIT.
2. PERMANENT ADDRESS				
3. CITY	4. STATE	5. ZIP CODE	6a. PERMANENT PHONE ()	
6c. E-MAIL ADDRESS			6b. LOCAL/DAYTIME PHONE ()	
7. SERIAL NUMBER				
8a. MANUFACTURER			8b. MODEL	
9a. FRAME TYPE (Check One) <input type="checkbox"/> Diamond/Men's <input type="checkbox"/> Tandem <input type="checkbox"/> Step-Through/Women's <input type="checkbox"/> Tricycle <input type="checkbox"/> Recumbent <input type="checkbox"/> Other			9b. BICYCLE TYPE: (Check One) <input type="checkbox"/> Mountain bike <input type="checkbox"/> BMX <input type="checkbox"/> Hybrid <input type="checkbox"/> Cruiser <input type="checkbox"/> Road/Touring <input type="checkbox"/> Other	
10a. OTHER DESCRIPTION (Optional)			10b. WHEEL SIZE (Circle One) mountain/hybrid/road: 26" / 27" / 650c / 700c child/teen/small adult: 12" / 14" / 16" / 20" / 24" Other: _____	
10c. # of SPEEDS:	11. FRAME SIZE: CM IN	12. 1ST FRAME COLOR	13. 2ND FRAME COLOR	
13. IF 2+ BICYCLES IN YOUR FAMILY ARE CURRENTLY REGISTERED, THE FEE IS \$8 (SEE INSTRUCTIONS)			14. IF RENEWING A MADISON BICYCLE REGISTRATION, PLEASE INDICATE EXPIRED #: _____	
Do not write in the boxes below. FOR OFFICE USE ONLY				
DECAL NO.	EXP. YR (Circle One) 16 '17 '18 '19	FEE \$	DATE ISSUED MO DAY YR	DEALER I.D.

REGISTRATION APPLICATION INSTRUCTIONS

(Read and follow carefully before filling out form)

1-6) **Name, Address, Phone Number and E-mail Address** of owner.

7) **Serial Number:** *This is the most important identifying feature of your bicycle. It must be included for best results if your bicycle is stolen.* This number is unique to the bicycle and is found on the bicycle's frame. See diagram to right for the most common serial number locations.

8a) **Manufacturer:** This name should be on the front of the bicycle's head tube (see diagram on the back of this page). Examples are Schwinn, GT, Huffy, Trek.

8b) **Model:** This is the secondary name for the bicycle. Examples include Varsity, Mojave, Gulch, Ironman, 730.

9a) **Type of Frame:** Check the frame type. For assistance, see diagram on back of this page. *Note:* Mountain bike and BMX are not frame types but descriptions of the equipment on the bicycle; use Bicycle Type (9b).

9b) **Bicycle Type:** Indicate the type of bicycle. If you are unsure, leave blank.

10a) **Other Description:** Optional. Indicate any unique identifying features such as baskets or decals.

10b) **Wheel Size:** Indicated on the sidewall of the tire. An example of a wheel size on the tire is 27 x 1.25". Circle 27 as the wheel size in this case. Mountain bikes typically have 26 inch tires, hybrids and road bikes have 700c.

10c) **# of Speeds:** Indicate number of speeds or gears on your bicycle. To find how many speeds your bicycle is, multiply the number of chainrings (by your pedals) by the number of cogs on your rear wheel. Common speeds include 16 (2 x 8) and 27 (3 x 9).

11) **Frame Size:** See diagram above for more details. Measure from the top of the seat tube (not the seat or seat post) to the center of the bottom bracket (crank). Round to the nearest half-inch or centimeter. Frame sizes for an adult are typically between 14 and 23 inches, or 35 and 60 centimeters.

12) **Color:** If the bicycle has one predominant color, write that color under "1st Color" and leave "2nd Color" blank. If the bicycle has two colors, write the most predominant as the "1st Color" and the secondary color as the "2nd Color".

13) **Fee/Family Plan:** Each registration costs \$10.00, with one exception: If a family has two bicycles currently registered with the City of Madison at \$10.00 each, the fee for the third and subsequent bicycles is reduced to \$8.00. Fraudulent applications will be prosecuted.

14) **Renewing an Expired Registration:** Enter the old bicycle registration number in the box provided (it begins with a letter, then five numbers).

Be sure to fill out this application completely and ensure the information is accurate.

