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

Please allow 2 weeks for delivery

Questions?

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

or call the Bicycle Registration Coordinator at:
(608) 266-4474
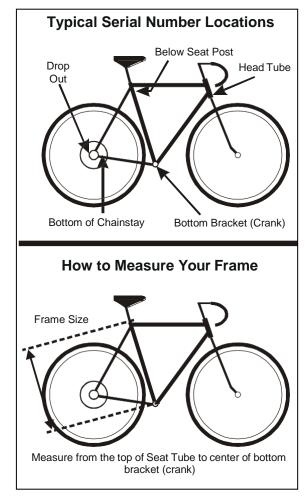
or e-mail: bikereg@cityofmadison.com

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)	9b. BICYCLE TYPE: (Check One)
__ Diamond/Men's __ Tandem __ Step-Through/Women's __ Tricycle __ Recumbent __ Folding __ Other	__ Mountain Bike __ BMX __ Hybrid __ Cruiser __ Road/Touring __ Cycle Cross __ Other

10a. OTHER DESCRIPTION (Optional)	10b. WHEEL SIZE (Circle One) mountain/hybrid/road: 26" 27" 29" 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) '22 '23 '24 '25	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 right). 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. *Note*: Mountain bike and BMX are not frame types but descriptions of the type of 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.

Typical Serial Number Locations

Below Seat Post
Drop Out
Head Tube
Bottom of Chainstay
Bottom Bracket (Crank)

How to Measure Your Frame

Frame Size

Measure from the top of Seat Tube to center of bottom bracket (crank)

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 may 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.