

CitizenServe Q&A – City Clerk’s Office:

Bicycle License

1. Why do I have to get a license/permit from the City of Dubuque?

- a. The City of Dubuque is required to abide by and enforce city ordinances. These ordinances are laws passed by the city council that establish rules and regulations related to the safe and effective governance of the municipality. They are designed to promote and ensure the safety of our residents and any visitors. The permitting and licensing process is governed by city ordinance and the City Clerk’s Office is one of several city departments charged with ensuring compliance with it.

2. Why do I need a Bicycle License?

- a. Per City Ordinance, every bicycle owned or ridden within Dubuque must be registered within ten (10) days of the date the bicycle is acquired, or the residency of the owner is established.
- b. This also benefits the owner, as the City of Dubuque maintains a database with all registered bikes. If your bike is lost or stolen, and is recovered, the Dubuque Police Department can reference this database and contact you, the owner, so your bike can be returned to you.

3. The application process is available both online and in paper format. Do I have to submit it on the website?

- a. No, submitting an online application is not *currently* required. Paper applications are available in the City Clerk’s Office. However, the online application allows you to provide all pertinent information in an easy-to-use electronic format and make payment on the website. Once you pay and submit your electronic application, it is automatically received by our office. The online process can save time and, as a result, your application can be processed more quickly.
- b. For questions, contact the City Clerk’s Office at 563-589-4100

4. How long does it usually take for my application to be processed?

- a. Once received, the application is processed within 7 business days.

5. How will I receive my license?

- a. Once the application is received, you will receive your license based upon your instructions in your application. It will either be mailed to you via USPS, or you may pick it up in our office during normal business hours (M-F 8 am – 5 pm).

6. Do I need to renew my Bicycle License?

- a. No, the license is valid for as long as you own your bicycle.
- b. Please let us know if you sell your bike, as the license is not transferrable.