



**REQUEST FOR DUPLICATE LICENSE OR
WITHDRAWAL OF APPLICATION AND/OR FEE REFUND**
OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV
WWW.MILWAUKEE.GOV/LICENSE

TYPE OF REQUEST (check (√) all that apply)

Application Withdrawal Fee Refund
 Duplicate License

APPLICANT

Sole Proprietor _____
 Partnership _____
 Corporation/LLC _____

NAME OF INDIVIDUAL, PARTNER, AGENT, OFFICER OR MEMBER SUBMITTING REQUEST

TYPE OF LICENSE

BUSINESS ADDRESS (INCLUDE CITY, STATE, ZIP) (if applicable)

MAILING ADDRESS (WHERE REFUND CHECK WILL BE MAILED)

Same as business address above
 Other (include city, state, zip): _____

The undersigned hereby requests that the action(s) identified herein be taken, and understands each of the following:

1. If requesting a refund, the refundable portion of the fee is equal to the amount of license or permit fee paid less the nonrefundable portion retained to defray application-processing costs.
2. If eligible for a refund, the applicant should receive the refund by mail within 6 to 8 weeks.
3. A fee that has been paid for the application of any license or permit cannot be transferred or otherwise applied, in whole or in part, to any other license or permit application, regardless of whether related to the same applicant.

SUBSCRIBED AND SWORN TO BEFORE ME THIS

_____ day of _____, 20_____

Signature of Individual; Partner; or Agent,
Officer or Member of Corporation or LLC

Notary Public, State of Wisconsin
My commission expires _____

[!] Important: Notary seal must be affixed.

Office Use Only:

Date Entered/Initials: _____ License #: _____
Date Copy to Supervisor/Initials: _____ Date Sent to Health, NS, LIU/Initials: _____

SEE INFORMATION ON REVERSE SIDE

REQUESTING A REFUND OF FEES

Applicants may submit a request for a refund by presenting via mail or in person to the License Division the fee payment receipt. The back of the receipt must be signed by the applicant, and should contain the address where the refund is to be mailed.

If an applicant no longer has the receipt, then the applicant can file a certified affidavit, form ccl-109e: Application Withdrawal, Fee Refund or Duplicate License Request Affidavit.

ELIGIBILITY TO REQUEST REFUND OF FEES

Applicants are eligible to submit a refund request during the following periods of time for a partial refund of license or permit fees if an application is withdrawn, or if such permit or license is denied or not issued:

If the following has occurred...	Then any request for a refund must be submitted on or before ...
Application Withdrawn	One year from date of withdrawal
Application Denied	One year from date of denial
License Granted	One year from date of granting
License Issued	Date of issuance only
None of the above	One year from date of application

REFUNDABLE AMOUNT OF FEES

Expect where otherwise provided, the refundable portion of the fee is equal to the amount of license or permit fee paid less the following nonrefundable portion retained to defray application-processing costs:

Type of License or Permit	Amount of Fee Not Refundable
Alarm Business License	\$125
Any other license or permit	\$25, if the permit or license fee is less than \$100. \$50, if the permit or license fee is \$100 to \$174. \$75, if the permit or license fee is \$175 or more.

DUPLICATE LICENSE FEE

Effective March 16, 2012, the fee for a duplicate copy of any license or permit is \$11. Make check payable to: *City of Milwaukee*. Proof of identity is required whenever requesting a duplicate copy.

PROOF OF IDENTITY REQUIRED

When applying for a duplicate license or permit, withdrawing an application or requesting a refund, you will need to provide proof of your identity. (This applies to transactions occurring in person.)

Acceptable documents to show proof of identity are:

- A driver’s license, including an out of state license that is valid or expired 1 year or less, bearing the photograph of the person.
- Unexpired International Driver’s License or Passport
- Unexpired U.S. Government and Military Dependent ID
- State-issued ID Card, including an out-of-state ID card that is valid or expired 1 year or less, bearing the photograph of the person.
- Unexpired Employee or Student Photo Identification Card

[!] Important: Documents will only be accepted when the person can be recognized from the photograph, and will be rejected if authenticity of the document is suspect.