



# City of Milwaukee

## Municipal Identification (ID) Card Information

Office of the City Clerk - License Division  
200 East Wells Street, Room 105, Milwaukee, WI 53202  
(414) 286-2238 [www.milwaukee.gov/id](http://www.milwaukee.gov/id)

### Who Can Apply?

- You must be 14 years or older. Persons under 18 must be accompanied by a legal guardian.
- You must have resided in the City of Milwaukee for at least 15 days.

### Where to Apply?

- City Hall, License Division, Room 105, 200 East Wells Street
- Monday - Friday, 8:15 am - 4:00 pm.

### How to Apply?

Submit this application in person along with your proof of identity, proof of residency, and \$10 fee to the License Division. See back of application for documents accepted as proof of identity and residency. All documents must be originals. Copies will not be accepted.

The License Division will:

- Review your proof of identity and residency documents and then return them to you.
- Notarize your signature on the application.
- Take your photograph.
- Accept your payment of the \$10 fee paid with cash, check made payable to City of Milwaukee, or credit/debit card. The \$10 fee is nonrefundable.

Translated applications and some bilingual staff will be available to assist you.

### Issuance of Your ID

Generally, if you meet the application requirements, the ID will be mailed within 2 weeks.

### Important Information

- The ID cannot be used to vote in Wisconsin.
- You must notify the License Division within 10 days if your address changes or if your ID is lost or stolen. Address changes require you to apply for a replacement ID.
- If you move your residence outside the City of Milwaukee, the ID card will no longer be valid.
- The fee for a replacement ID is \$5.
- The ID will expire in 5 years.

### Public Records

The City Clerk's Office is bound by the Public Records Law, Wis. Stat. §§ 19.31-.39. The public policy in this state is to give the public the greatest amount of access to government records as possible. Wis. Stat. § 19.31. The general presumption is that government records are open to the public unless there is a clear statutory or common law exception. If there is no clear statutory or common law exception the records custodian must "decide whether the strong presumption favoring access and disclosure is overcome by some even stronger public policy favoring limited access or nondisclosure." *Hempel v. City of Baraboo*, 2005 WI 120, § 28. Accordingly, be advised it is possible that information you provide to the City Clerk's Office may have to be released in response to a public records request. If you have any concerns about public records law, please discuss with the License Division upon filing your application.