



## 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 – 4:30 pm

#### How to Apply?

Submit this application in person along with your proof of identity, proof of residency, photograph (optional) and \$10 fee to the License Division. See back of application for documents accepted as proof of identity and residency and rules for applicant-submitted photographs. 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 photo. You may also provide a photo that meets the guidelines below.
- 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.

## **Rules for Applicant-supplied Photographs**

Hats, caps, or other head coverings may not be worn by the applicant when the photograph is taken. If a turban or similar head covering is worn by the applicant due to religious belief, the covering shall be pushed from the forehead until a full facial image is shown.

A photograph shall be taken with or without glasses, at the applicant's preference. Sunglasses and light-sensitive glasses that do not adjust sufficiently to clearly show the eyes shall be removed.

Hair shall be brushed away from the eye areas for the photograph.

Any clothing or device obscuring all or part of a person's face shall be removed when being photographed to show a full facial image, except that any appliances or prosthesis normally used by a person with a permanent facial or dental disfigurement need not be removed.

The photograph shall be clear, full color, printed on 2 x 2 inch photo quality paper with the head centered and sized between 1" and 1.5", having been taken within the previous six months, properly exposed, without shadows, filters, or unnatural colors, and taken in front of a white or off-white background by another person. "Selfies" will not be accepted.



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**Note: The following information will be printed on your ID.**

Name:	First		Middle		Last	
	Month	Day	Year	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Date of Birth:					<input type="checkbox"/> Non-Binary	<input type="checkbox"/> Other/Undisclosed
Home Address:	Street Address					Zip Code

I certify under penalty of perjury that I am a resident of the City of Milwaukee and have been for at least 15 days. My identity and residency documents meet the requirements for the Municipal ID. All statements made on this application are true and correct to the best of my knowledge and belief.

I understand I must notify the License Division within 10 days if my address changes or if my ID was lost or stolen, and if I move my residence outside the City of Milwaukee, the ID card will no longer be valid. I understand the Municipal ID cannot be used to vote in Wisconsin.

SUBSCRIBED AND SWORN TO BEFORE ME

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
 Signature of Applicant or Legal Guardian

My Commission Expires \_\_\_\_\_  
 Notary Seal must be affixed

**Office Use Only**

Date Filed \_\_\_\_\_ Initials \_\_\_\_\_  Proof Verified \_\_\_\_\_  Picture Taken

Paid \_\_\_\_\_ ID# \_\_\_\_\_ ID Inspected by: \_\_\_\_\_ Mailed \_\_\_\_\_

If signed by legal guardian, print legal guardian's name: \_\_\_\_\_

Denied – Appeal (attach copies of proof)

## To Establish Proof of Identity

<b>Submit ONE of the following:*</b> <i>The document must display your photo &amp; date of birth.</i>	<b>Or any TWO of the following:*</b> <i>At least one document must display your photo.                      At least one document must display your date of birth.</i>
<ul style="list-style-type: none"> <li>• U.S. or Foreign Passport</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. or Foreign Birth Certificate</li> </ul>
<ul style="list-style-type: none"> <li>• U.S. State Driver's License</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security Card</li> </ul>
<ul style="list-style-type: none"> <li>• U.S. State or Federal ID</li> </ul>	<ul style="list-style-type: none"> <li>• Foreign Driver's License</li> </ul>
<ul style="list-style-type: none"> <li>• U.S. Permanent Resident (Green) Card</li> </ul>	<ul style="list-style-type: none"> <li>• Foreign Military ID</li> </ul>
<ul style="list-style-type: none"> <li>• Consular Identification (CID)</li> </ul>	<ul style="list-style-type: none"> <li>• Visa</li> </ul>
<ul style="list-style-type: none"> <li>• Milwaukee Municipal ID Card</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Individual Taxpayer ID Number</li> </ul>
	<ul style="list-style-type: none"> <li>• Student ID Card</li> </ul>
	<ul style="list-style-type: none"> <li>• National ID Card</li> </ul>

\*Documents must be no more than 5 years expired

## To Establish Proof of Residency

<b>Submit ONE of the following:*</b> <i>The document must contain your name and residential address within the City of Milwaukee.</i>
<ul style="list-style-type: none"> <li>• Utility bill or cell phone bill</li> </ul>
<ul style="list-style-type: none"> <li>• Local property tax statement, mortgage statement or signed lease agreement</li> </ul>
<ul style="list-style-type: none"> <li>• Bank account statement</li> </ul>
<ul style="list-style-type: none"> <li>• Proof of a minor currently enrolled in a Milwaukee school</li> </ul>
<ul style="list-style-type: none"> <li>• Employment pay stub</li> </ul>
<ul style="list-style-type: none"> <li>• Jury summons or court order issued by a local, state or federal court</li> </ul>
<ul style="list-style-type: none"> <li>• Insurance bill (homeowner's, renter's, health, life or automobile)</li> </ul>
<ul style="list-style-type: none"> <li>• Written verification by a hospital, health clinic, care facility, shelter, or social service agency</li> </ul>
<ul style="list-style-type: none"> <li>• Residential care facility contract or intake document</li> </ul>
<ul style="list-style-type: none"> <li>• Identification card, license, or other official document issued by a state or federal agency</li> </ul>
<ul style="list-style-type: none"> <li>• Photo ID card issued by a college, university, or technical college, accompanied by a fee receipt</li> </ul>

\*Document must be dated within the last 60 days.