



A helpful guide to prepare you for the new

MUNICIPAL ID

of the City of Milwaukee

On July 26, 2016, the **Milwaukee Common Council** passed an ordinance relating to the creation and issuance of a municipal identification (ID) card. If you live in the City of Milwaukee, you may be eligible to receive an ID.

Important Information

1. Your ID **CANNOT** be used to vote in Wisconsin
2. You must be 14 years or older to apply; minors must be accompanied by a legal guardian
3. Information provided on your application may be released in response to a public records request
4. The fee is \$10; the replacement fee is \$5
5. Your ID will expire in 5 years
6. You must notify the License Division within 10 days if your address changes or if your ID was lost or stolen

QUESTIONS? CONTACT US:

(414) 286-2238

license@milwaukee.gov

www.Milwaukee.gov/ID



PROOF OF IDENTITY/RESIDENCY

Before your application can be processed, you will need to provide proof of your identity and proof that you live in Milwaukee. See the attached information sheet for acceptable forms of documentation.

A helpful checklist on

HOW TO APPLY

for your Municipal ID

□ First: Prepare

- You must apply *in person* at City Hall (200 E. Wells Street, Room 105)
- Let us know if you need translation or other assistance

□ Second: Application

- Applications are available at City Hall and online at [Milwaukee.gov/ID](https://www.milwaukee.gov/ID)
- Translated applications and some bi-lingual staff will be available

□ Third: Documentation

- You must provide proof of your identify
- You must provide proof you live in Milwaukee
- All documents used to prove identify & residency will be returned to you

□ Fourth: Payment

- We can accept cash or check, and - when feasible - debit or credit
- The fee to obtain your municipal ID is \$10

□ Last: Photograph

- No need to submit photographs; we will take your photo at City Hall

WHEN WILL I RECEIVE MY ID?

The License Division will process, print, and mail your new ID to your home address within 2 weeks of your application.

A list of documents you can use to establish

PROOF OF IDENTITY

to obtain your Municipal ID

Submit one of the following:

The document must display your photograph and date of birth.

- U.S. or Foreign Passport
- U.S. State Driver's License
- U.S. State or Federal ID card
- Consular Identification (CID)
- U.S. Permanent Resident (Green) Card

Or any two of the following:

One document must display your photograph and date of birth.

- U.S. or Foreign Birth Certificate
- Social Security Card
- National ID Card
- Foreign Driver's License
- Foreign Military ID
- Visa
- Student ID Card
- U.S. Individual Taxpayer ID Number

BENEFITS OF A MUNICIPAL ID

A few of the benefits of the municipal ID program include:

- Improved access to public and private services
- Increased sense of membership in the community among all residents
- Improved community safety by making it easier for those without IDs to interact with authorities

Additional uses for your municipal ID will be explored as the program is implemented. If you would like to support the program or suggest a potential partner, contact your local Council Member.

A list of documents you can use to establish

PROOF OF RESIDENCY

to obtain your Municipal ID

Submit one of the following:

The document must contain your name and residential address in Milwaukee, and must be dated within the last 60 days.

- ❑ Utility bill (including gas, electric, garbage, water, internet, cable, cellphone, or landline telephone)
- ❑ Local property tax statement or mortgage statement
- ❑ Insurance premium bill or invoice (including homeowner's, renter's, health, life or automobile)
- ❑ Proof of a minor currently enrolled in a Milwaukee school
- ❑ Bank statement (including checking, savings, certificate of deposit or investment accounts)
- ❑ Jury summons or court order issued by a local, state or federal court
- ❑ Employment pay stub or paycheck (including proof of unemployment or disability assistance)
- ❑ Written verification by a hospital, health clinic, shelter or social service agency
- ❑ Identification card, license, or other official State or Federal document

ADDITIONAL INFORMATION

More information is available online at [Milwaukee.gov/ID](https://www.milwaukee.gov/ID). You can also receive electronic notifications by signing up for "License Division News" at [Milwaukee.gov/enotify](https://www.milwaukee.gov/enotify) or by "liking" us on Facebook.