

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **DL – Replacement Licenses**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DL – Replacement Licenses s.343, a proposed guidance document.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website:

<https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DMV101>

2. Mailing written comments to:

Division of Motor Vehicles  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7336  
Madison, WI 53707-7336

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsin.dot.gov](http://wisconsin.dot.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

[DOTDMVGuidanceDocs@DOT.WI.GOV](mailto:DOTDMVGuidanceDocs@DOT.WI.GOV)



## State of Wisconsin Department of Transportation

[DMV ONLINE SERVICES](#) ▼

[DMV INFO](#) ▼

[DOING BUSINESS](#) ▼

[TRAVEL](#) ▼

[SAFETY](#) ▼

[PROJECTS AND STUDIES](#)

[ABOUT WISDOT](#) ▼

# Online driver license application

[How to apply](#)

[Motorcycle](#)

[Documentation requirements](#)

[Renewal and changes](#)

[Lost or stolen](#)

[Suspended or revoked](#)

[Occupational license](#)

[New residents](#)

[Driver license/ID cards](#)

[Commercial license](#)

[Teen drivers](#)

[Vehicles](#)

To use this online application you must already have a valid Wisconsin driver license or instruction permit.

Customers may use this online application for the following transactions:

- Instruction permit - duplicate or renewal
- Probationary driver license - first time (original), duplicate or renewal
- Regular driver license - duplicate

**Note:** Your request for a driver license or instruction permit is **not** complete until you receive a confirmation message at the end of the transaction. Once the online transaction is completed you cannot cancel the transaction nor receive a refund.

**Please review everything below before using this online system.**

## Requirements

### You will need the following items:

- Your Wisconsin driver license number, the last four digits of your Social Security Number (or your full Social Security Number if you don't have your Wisconsin driver license number available), your date of birth and your zip code.
- If you are under the age of 18, adult [sponsorship](#) will be required. You will be asked to provide your adult sponsor information, including their driver license or ID card number, during this transaction.
- A valid credit or debit card (Visa, MasterCard, Discover or American Express)
  - For credit or debit card payments, your account will be charged the required duplicate or renewal product fee and [convenience fee](#).

### You will not be able to use this online system if:

- Your Regular (non-Probationary) driver license is expired or will expire within 30 days. Please visit a [DMV customer service center](#) to renew.
- Your driver license has been expired for more than two years.
- Your driver license is suspended, revoked or canceled in Wisconsin or any other state.
- You are under the age of 18 and have not completed an approved driver education course.
- Your Federal Medical Card (Fed Med) is expired or your commercial driver license (CDL) is surrendered for not providing a current Fed Med card.
- You need a duplicate commercial learner permit (CLP) or motorcycle instruction permit.
- You wish to change an eyeglass or contact lens restriction.
- You have applied for four driver license duplicates online within the last year.
- The Social Security Number on record does not verify with [Social Security Online Verification \(SSOLV\)](#).
- You have had a legal name change since your driver license was last issued.
- You are not a U.S. citizen (non U.S. citizens must visit a [DMV customer service center](#) to apply).
- Your photo is not on file at Wisconsin DMV or your photo on file does not meet current DMV photo standards.
- You would like to apply for an original (first time) [REAL ID](#)-compliant driver license. First time REAL ID applicants must visit a [DMV customer service center](#).
- You are renewing your license and need to have the card mailed to an out-of-state address. If you are a Wisconsin resident, temporarily out of state, and need to renew your driver license, you may be eligible to [apply by mail](#). All others must visit a [DMV customer service center](#) to renew.
- You wish to update or disclose an [invisible disability](#).

## Change of address

This online application will ask you to verify your Wisconsin residence and/or mailing address and will allow you to make any needed updates before requesting your license.

## Receipt

A receipt, including your photo, will be available for you to view and print upon successful

completion of this online transaction. This receipt is acceptable photo identification for voting and serves as your driver license until your card arrives in the mail. Adobe Reader 6.0 or higher is required to view and print driver license receipts. If you do not have a printer but wish to obtain a receipt, please contact the [Driver Eligibility Unit](#) at (608) 264-7049.

## Mailing time

Your driver license will be processed and mailed to you through the USPS using first class mail. If you have not received your driver license within 10 business days, please contact the [Driver Eligibility Unit](#) at (608) 266-0898.

## Mandatory insurance

No person may operate a vehicle in Wisconsin unless the owner or driver of the vehicle has liability insurance in effect for the vehicle being operated and carries proof of insurance whenever driving. Failure to have insurance could result in a fine of up to \$500. Proof of insurance is not required for the issuance of a duplicate driver license. [See insurance requirements for additional information.](#)

**Note:** This service is not available from 2 a.m. - 3 a.m. each day due to system updates.

**This service may not be available on Sundays from 6 a.m.–9 a.m. due to regular system maintenance.**

[Begin online driver license application](#)

### Driver Information Section

P.O. Box 7983  
Madison, WI 53707-7983

**Email** [Wisconsin DMV email service](#)

**Phone** (608) 264-7447

**Fax** (608) 267-3812

#### Contact Information

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