

NOTICE OF PROPOSED GUIDANCE DOCUMENT

DL Application – Name Change

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DL Application – Name Change 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=DMV39>

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.gov to allow for ongoing comment.

AGENCY CONTACT

DOTDMVGuidanceDocs@DOT.WI.GOV



State of Wisconsin Department of Transportation

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Name change

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Driver license or identification card

Your legal name must appear on your driver license or identification (ID) card. If you change your name, the following process is used to obtain a replacement driver license or ID card with your new, legal name:

- You must first change your name with the Social Security Administration (SSA)
 - Be prepared to present identification and proof of name change documents to SSA

- Allow one day for SSA to process your name change so [DMV can verify your correct name](#) before appearing at a DMV customer service center
- When you appear at a [DMV customer service center](#) to get a replacement driver license or ID card:
 - Complete form
 - [MV3001](#) for a driver license
 - [MV3004](#) for an ID card
 - Provide DMV with [proof of identity](#) and [proof of name change](#)
 - You may also need to provide [proof of name and date of birth](#), [proof of residency](#) and [proof of legal presence](#)
 - Pay the required [fee](#)
 - You must surrender your current driver license or ID card when requesting a name change

Certificate of title

Changing your name on your driver license or ID card changes your name on DMV's base record for you. It is not mandatory that you obtain a corrected title, confirmation of ownership* or registration documents with your new name. When DMV issues a subsequent title, confirmation of ownership or registration to you, it will reflect your new name.

If you want title, confirmation of ownership or registration document to reflect your new name before renewal, you will need to mail in or bring in your current title or confirmation of ownership. If only the customer name has changed, the fee is \$5 per vehicle at a DMV customer service center, or no charge by mail.

Note: State law requires DMV to deliver title to the lien holder (lender). Vehicle owners will receive a confirmation of ownership document in place of the title that is sent to the lien holder (lender).

If you have a lien on your vehicle, check [Lien look up](#) and contact the lien holder to obtain the title.

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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