

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **ID Card Application Requirements**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on ID Card Application Requirements 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=DMV52>

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](http://wisconsin.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

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



## State of Wisconsin Department of Transportation

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- TRAVEL ▾
- SAFETY ▾
- PROJECTS AND STUDIES
- ABOUT WISDOT ▾

# Obtaining an identification (ID) card

[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](#)

(en español)

**If you're looking for a Free ID for voting, go to [Voter ID petition page](#).**

## Applying for an original (first time) ID card

Any Wisconsin resident who does not presently hold a valid driver license (from Wisconsin or another jurisdiction) may apply for an ID card. You may not hold a valid driver license and an ID

card at the same time. If you hold a valid driver license and wish to obtain an ID card, you will be required to surrender your driver license and driving privilege.

There is no age limit to apply for an ID card.

When applying for an original ID card you must visit a [DMV customer service center](#), complete a Wisconsin Identification Card (ID) application [MV3004](#) and provide:

- [Proof of name and date of birth](#), for example, a certified U.S. birth certificate, valid passport or certificate of naturalization. (See [ID Petition Process](#) if fees arise in order to obtain free ID card for voting).
- [Proof of identity](#) (usually a document with a signature or photo).
- [Proof of Wisconsin residency](#).
- [Proof of U.S. citizenship, legal permanent resident status, legal conditional resident status or legal temporary visitor status](#). (See [ID Petition Process](#) if fees arise in order to obtain free ID card for voting).
- Your social security number.

**Note:** If you have held a driver license in the past eight years and now wish to apply for an original ID card, you may be eligible to [apply online](#) or at a DMV service center ([proof of identity](#) is required).

An [ID Petition Process](#) is available if fees arise in order to obtain a free ID card for voting. This petition process is available for applicants unable to provide proof of name and date of birth, United States citizenship, identity, or other required documentation.

## Applying for a duplicate or renewal of an existing ID card

The [interactive identification card guide](#) is a helpful tool for those looking for information on an Identification (ID) card requirements. The guide will provide you with a checklist of requirements, and allow you to pre-fill any required application(s). Depending on your eligibility, you may be able to use the guide to electronically submit your application and schedule an appointment with the DMV for expedited service.

Depending on your eligibility, a duplicate or renewal of your ID card can be applied for:

- By using our [online ID card application](#)
- By mailing in a Wisconsin Identification Card (ID) application [MV3004](#). Be sure to answer all the questions on the form. Mail to: WisDOT, P.O. Box 7995, Madison, WI 53707-7995
- At a [DMV customer service center](#). When you visit the DMV service center, be sure to bring with you:
  - Your current ID card or other acceptable [proof of identity](#)
  - Your Social Security number

## Non-expiring ID cards are available for customers age 65 and older

Wisconsin now allows its residents, who are U.S. Citizens age 65 and over, to obtain an ID card which never expires!

- The ID card is free if used for voting purposes and, once issued, the card never needs to be renewed. No more visits to a DMV.
- Individuals holding a driver license, who wish to obtain this non-expiring ID card, must surrender their license and driving privileges.
- Individuals holding a "REAL ID" must surrender that feature from their card. REAL ID compliant cards will continue to follow the eight-year renewal cycle.
- The ID card carries the same appearance and security features as our traditional eight-year cards.

- The words "Non-expiring" appear in place of the typical expiration date.

**All ID cards are mailed** - A receipt including your photo will be provided to you. This receipt is acceptable photo identification for voting and serves as your ID until your card arrives in the mail.

## For more information

- [DMV customer service centers](#)

### Driver Information Section

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

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

**Voter ID hotline** (844) 588-1069

**All other ID Card questions phone** (608) 264-7447

**Fax** (608) 267-3812

#### Contact Information

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