

NOTICE OF PROPOSED GUIDANCE DOCUMENT

ID Renewal

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on ID Renewal 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=DMV108>

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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Identification (ID) card renewal

The Wisconsin DMV mails a renewal notice to the last known address on your record 45 to 60 days prior to your birthday in the year your ID card expires. The renewal notice will inform you of the general requirements to renew your ID card.

An ID card may be renewed up to one year before its expiration date.

Renew your ID card online

- If you are a U.S. citizen, meet requirements and do not want a REAL ID-compliant card for the first time, you may renew your ID card online.
- If you need to [update your address](#), please do so **before** you renew online.
- Your renewed ID card will be mailed to your current Wisconsin address on file and cannot be forwarded to any other address.

Renew your ID card by mail

- If you are a U.S. citizen and do not want a REAL ID-compliant card for the first time, you may renew your ID card one time by mail. The next time you will need to visit a DMV Customer Service Center to have your updated photo taken.
- If you need to [update your address](#), please do so **before** you renew your ID card by mail.
- Complete a Wisconsin identification (ID) card application form [MV3004](#).
- If you are a U.S. citizen, will be at least 18 years of age by the next election and would like a Wisconsin ID card to vote, please check the ID for FREE box when completing the Wisconsin ID card application. Otherwise, enclose a check or money order payable to Registration Fee Trust for the renewal fee and mail your application to:

WisDOT
P.O. Box 7995
Madison WI 53707-7995

Renew your ID card at a DMV customer service center

You can complete a [Wisconsin identification \(ID\) card application form MV3004](#), print it and take it with you to a [DMV customer service center](#).

- Present your current ID card or other acceptable form of [identity](#).
- Know your social security number. It is recommended that you take your social security card with you.
- If you are a U.S. citizen, will be at least 18 years of age by the next election and would like a Wisconsin ID card to vote, please check the ID for **FREE** box when completing the Wisconsin ID card application. Otherwise, [pay the renewal fee](#). DMV accepts cash, check or money order.
- If you are not a U.S. citizen, you will need to present proof of [legal status](#).

If you want a REAL ID-compliant card for the first time

The Wisconsin DMV is issuing driver licenses and ID cards that meet new [federal REAL ID requirements](#). While all Wisconsin licenses and ID cards are valid for federal uses for the next few years, at some point before your next renewal, a REAL ID license or ID card will be required for identification at airports and federal buildings.

The cost to renew your existing ID card or get a REAL ID-compliant card will be the same.

You must provide proof of:

- [Name, Date of Birth](#)
- [Citizenship or legal status in the U.S.](#)
- [Identity](#)

Social Security Number

- Wisconsin residency (where you live)
- [Name change \(if applicable\)](#)

Note: If you are a current Wisconsin resident who has never changed your name, you can get a REAL ID card by presenting your certified U.S. birth certificate, Wisconsin ID card with current address and Social Security card.

Applications and documents will be electronically scanned and securely stored to meet federal requirements and to detect and deter identity theft and fraud.

Driver licenses and ID cards are mailed

All [products are mailed](#) from one production facility. Customers leave the DMV service center with a paper receipt that is valid for 45 days. The receipt, including your photo, is acceptable photo identification for voting and serves as your license or ID until your card arrives in the mail.

Please note that the receipt is not acceptable as proof of identity for a Social Security Number replacement card. If you want to request a Social Security Number replacement card, please wait for your license or ID card to arrive in the mail before visiting a Social Security office.

Veteran Identifier

Your Wisconsin ID card can include a Veteran Identifier if you are registered with the Wisconsin Department of Veterans Affairs (WDVA). For more information or to register with WDVA, visit www.WisVets.com/Plates#V, your county Veterans Service Organization or call (800) WIS-VETS. (800) 947-8387.

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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