

NOTICE OF PROPOSED GUIDANCE DOCUMENT

Identification Cards – Replacements

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on Identification Cards – Replacements 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://wisconsin.gov/Pages/dmv/license-drvs/lst-or-stoln/duplicate-id.aspx>

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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Lost or stolen driver license or identification (ID) card

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(en español)

You will need to obtain a duplicate driver license, instruction permit or ID card when:

Your license, permit or ID card is lost or stolen and you need a replacement. You may be eligible to apply for a replacement card [online](#). If you visit a [DMV customer service center](#), you will need to provide [proof of identity](#).

- **Note:** If you are a Wisconsin resident temporarily out of Wisconsin, you may be eligible to apply for a replacement [online](#) and have it mailed to your temporary out-of-state address. If you are not eligible to apply online, you may be eligible to apply for a replacement by mail (see "Lost or stolen driver license or ID card while out of state" below).
- You have a commercial driver license (CDL) and your address has changed. You may be eligible to apply for a replacement license and update your address [online](#). If you are not eligible to apply online, you must visit a DMV customer service center to apply for a duplicate card that lists your current address within 10 days.
- You have [changed your name](#). You must visit a DMV customer service center and provide [proof of your name change](#).
- You have changed your gender. You must visit a DMV customer service center and provide proof by court order or physician's report.
- Your date of birth is listed incorrectly on your card. You will need to appear at a DMV customer service center and provide [proof of date of birth](#) to correct the error.
- You wish to apply for a [federally compliant REAL ID driver license or identification card](#) before your next renewal.
- The [interactive driver licensing guide](#) is a helpful tool for those looking for information on driver licensing, commercial driver licensing or 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 also be able to use the guide to electronically submit your application and schedule an appointment with the DMV for expedited service.

Note: If your driver license, permit or ID card is expired, or is about to expire, you may not obtain a duplicate. You will be required to renew the driver license, permit or ID card. You may be eligible to apply for renewal of your Probationary driver license or regular instruction permit [online](#).

Apply at a DMV customer service center

- Complete either
 - Wisconsin Driver License Application form [MV3001](#) for Driver License or
 - Wisconsin Identification Card (ID) Application form [MV3004](#) for ID card
- You may complete either form online, print it and present it at a DMV customer service center.
- Provide [proof of identity](#).
- Know your social security number. It is recommended that you bring your social security card with you.
- If you are not a U.S. citizen, present an acceptable document for [proof of legal presence status](#) in the U.S.
- [Pay the fee](#) for a duplicate driver license, instruction permit or ID card.
 - **Note:** ID cards needed for voting purposes are free. If you are a U.S. citizen, will be at least 18 years of age by the next election, and require a Wisconsin ID card for voting purposes, check the ID for FREE box on the application.

If you are under 18 years of age and applying for a duplicate driver license or instruction permit, you must also provide:

- Sponsorship by a parent or legal guardian.
- Proof of Driver Education course completion (submitted electronically by your school) or proof of current enrollment in the behind-the-wheel portion of an approved driver education course.

Apply for a duplicate driver license or ID card using DMV Online Services

- If you are a U.S. citizen and hold a valid driver license or ID card, you may apply for a duplicate [driver license](#) or [ID card](#) online. You will be asked to verify or change your residence and/or mailing address within the online application.
- The duplicate license or ID card will be [mailed](#) to you.

Apply for a duplicate ID card by mail (for ID cards only)

If you are a U.S. citizen, you may apply for a duplicate ID card one time by mail.

- Future applications will require you to visit a [DMV Customer Service Center](#) to have an updated photo taken.
- Complete the [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 [fee](#) and mail your application to:

WisDOT - Division of Motor Vehicles
P.O. Box 7995
Madison, WI 53707-7995

Can I apply for a REAL ID-compliant license or identification card when I get my duplicate?

If you do not currently hold a driver license or identification card that is REAL ID-compliant, you can apply when getting a duplicate at a DMV customer service center.

- There is no additional cost to obtain a REAL ID-compliant product when applying for a duplicate.
- REAL ID-compliant cards must be applied for in person at a DMV customer service center and require the following documentation to prove:
 - [Name and date of birth](#)
 - [Citizenship or legal status in the U.S.](#)
 - [Identity](#)
 - [Social Security Number](#)
 - [Wisconsin residency](#)
 - [Name change](#) (if applicable)

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

Identity theft

If you have reason to believe your identity has been stolen, contact your local law enforcement agency immediately!

- The [Wisconsin Bureau of Consumer Protection](#) is a resource for individuals, businesses, law enforcement and government on issues of consumer protection and identity theft.

You can also ask the DMV to place a notation on your driving record:

- The notation added to your driving record will say, "Verify identification documents."
 - This will require DMV and law enforcement to require additional identification documents

from you when you conduct business with them.

- The following documents are acceptable to verify your identity:
 - Certified birth certificate, passport or other acceptable documentary proof of name and date of birth.
 - Two forms of [identification](#) listing your name with either your photograph or signature.
- If you want this statement added to your driver record, contact the DMV Qualifications and Issuance Section.

Veteran Identifier

Your Wisconsin Driver License or 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 their [website](#), your county Veterans Service Organization or call (800) WIS-VETS or (800) 947-8387.

Lost or stolen driver license or identification (ID) card while out of state

If you are a Wisconsin resident **temporarily out-of-state** and your license or ID card has been lost or stolen, you may be eligible to apply for a replacement [driver license](#) or [ID card online](#) and have it mailed to your temporary out-of-state address. If you are not eligible to apply online, you may be eligible to apply by mail.

- You must be a U.S. citizen with a valid photo and Social Security number on file with the Wisconsin DMV.
- Non-U.S. citizens cannot apply by mail and must appear at a [DMV service center](#) and provide [proof of legal status](#).
- We cannot process your request if:
 - Your most recent Wisconsin license or ID card was issued "Valid Without Photo" or
 - A prior duplicate license or ID card was processed for you through the mail within the past 12 months.

Driver license duplicate

- Complete a Wisconsin Driver License application [MV3001](#). Record your temporary out-of-state address in the field labeled "Mailing Address."
- Include the \$14 [fee](#) for a duplicate driver license.

Identification (ID) card duplicate

- Complete a Wisconsin Identification Card application [MV3004](#). Record your temporary out-of-state address in the field labeled "Mailing Address."
- ID cards used for voting are FREE. If you are a U.S. citizen, will be at least 18 years of age by the next election and require a Wisconsin ID card to vote, please check the **ID for FREE** box on the MV3004 application. Otherwise, include the \$16 [fee](#) for a duplicate ID card.

Additional information for all out-of-state applicants

You must fill out all sections of the application completely or it will be returned to you and your duplicate will not be processed. Please include with your application:

- Your temporary out-of-state mailing address.
- Your telephone number or email address, should we need to contact you.
- If you would like to receive notification when your license or ID has been processed, please provide a written request indicating that you would like a receipt emailed to you (email address is required).

Mail the completed application with check or money order made payable to "Registration Fee Trust" for the appropriate duplicate [fee](#) to the chosen delivery option below. If you want to get your duplicate as soon as possible, send your application materials using overnight or priority delivery to the DMV to reduce mailing time to our office.

To send your application via regular first class delivery to DMV:

WisDOT - Division of Motor Vehicles
Driver Eligibility Unit
P.O. Box 7995
Madison, WI 53707-7995

To send your application via overnight or priority delivery to DMV:

WisDOT - Division of Motor Vehicles
Driver Eligibility Unit
4822 Madison Yards Way, Room 225
Madison, WI 53705

Once processed, your duplicate driver license or ID card will be sent to you by first class mail delivery to the out-of-state address indicated on your 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

Contact Us

Support

Translate website

Traducir el sitio de web

翻譯網站

Website übersetzen

ترجمة الموقع

Txhais website

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