



# **Milwaukee Municipal Identification Card**

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Rules & Regulations

October 2016

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## **I. AUTHORITY**

On July 26, 2016, the Milwaukee Common Council passed File Number 160193, an ordinance relating to the creation and issuance of a municipal identification card. Pursuant to ch. 83, Milwaukee Code of Ordinances, the City Clerk hereby promulgates rules for the implementation and issuance of municipal identification cards.

## **II. ELIGIBILITY**

To be eligible to receive a City of Milwaukee Municipal Identification Card (“City ID”), a person shall meet all of the following:

- A. Resides within the corporate limits of the city of Milwaukee for not less than 15 consecutive days.
- B. Presents proof of identify, as provided in Section IV: Proof of Identity.
- C. Is at least 14 years of age.

## **III. PROOF OF RESIDENCY**

- A. To prove residency, applicants shall submit one of the following:
  - 1. Utility bill, including gas, electric, garbage, water, internet, cable, cellphone, or landline telephone services.
  - 2. Local property tax statement, mortgage statement, or signed lease agreement. If effective for a period that includes the date of application, such documents shall be exempt from the standards provided in paragraph A2 of Section V.
  - 3. Insurance premium bill or invoice, including homeowner’s, renter’s, health, life, or automobile insurance.
  - 4. Bank account statement from a financial institution insured by the FDIC or NCUA, including checking, savings, certificate of deposit, and investment accounts.
  - 5. Proof of a minor currently enrolled in a Milwaukee school.
  - 6. Employment pay stub or paycheck, including proof of unemployment or disability assistance from a state agency.
  - 7. Jury summons or court order issued by a local, state, or federal court.
  - 8. Written verification issued by a hospital, health clinic, residential care facility, shelter, or social service agency. Written verification shall be on agency letterhead,

dated, addressed to the Milwaukee City Clerk, and signed by the head of the agency or a designee.

9. Residential care facility contract or intake document. If effective for a period that includes the date of application, such documents shall be exempt from the standards provided in paragraph A2 of Section V.
  10. Identification card, license, or other official document issued by a state or federal agency, including documents relating to Medicare, Badgercare, Wisconsin Works, and Wisconsin Shares.
  11. Photo identification card issued by a college, university, or technical college, if accompanied by a fee receipt containing a Milwaukee address.
- B. Proof of residency documents shall be issued in the applicant's legal name, except as provided in Part D of Section IV, and shall contain a valid residential address within the corporate limits of the city of Milwaukee. Proof of residency documents in the name of a spouse or domestic partner may be accepted if submitted in conjunction with a valid current certificate of marriage or domestic partnership declaration.
- C. The following documents shall not be accepted as proof of residency:
1. Documents containing a Post Office Box address.
  2. Insurance policy statement or declaration, proof of insurance, insurance card, or health insurance member card.
  3. Wisconsin Department of Motor Vehicle (DMV) or U.S. Postal Service change of address notice or form.
  4. DMV vehicle registration.
  5. Tax filing document or bank tax statement.
  6. Hospital appointment reminder letter or postcard.
  7. Medical insurance cancellation or renewal acceptance letter or application.
  8. Business license, permit, or registration certificate.
  9. Wired money transfer receipt.
  10. Deposit slip or ATM receipt.

## **IV. PROOF OF IDENTITY**

- A. To prove identity, applicants shall submit one of the following:
1. U.S. or foreign passport.
  2. U.S. state driver's license, including unexpired temporary driver's license or receipt.
  3. U.S. state or federal identification card.
  4. U.S. Permanent resident (green) card.
  5. Consular identification card.
- B. If an applicant is unable to provide a document specified in Part A of Section IV, the applicant shall submit any two of the following:
1. U.S. or foreign birth certificate.
  2. Social Security card.
  3. National identification card.
  4. Foreign driver's license issued by a government agency.
  5. Foreign military identification.
  6. Visa.
  7. U.S. individual taxpayer identification number.
  8. Student identification card.
- C. Documents submitted as proof of identification shall contain a combination of the photograph, date of birth, and legal name of the applicant.
- D. If the current name or gender of an applicant does not match the proof of identity document submitted with an application, a City ID may be issued if one of the following are met:
1. The applicant presents a court order or decree showing both the former legal name (matching the name displayed in the proof of identity document) and the new court-ordered legal name. The court order or decree must be a legible and unaltered original or a certified copy with a government seal, stamp, or other official imprint.
  2. The applicant signs an affidavit attesting that the applicant's current name or gender identity is different from that provided on the proof of identity document. The City

Clerk shall maintain records of both the name recorded on the affidavit and the name on the proof of identity documents.

- E. Photos shall substantially resemble the applicant. If staff cannot positively determine the applicant is the same person contained in the proof of identity document presented, the proof of identity document shall not be accepted.
- F. The following documents shall not be accepted as proof of identity:
  - 1. Driver's license cards not issued by a government agency.
  - 2. Police mug shot, police report, or probation record.

## **V. DOCUMENT STANDARDS**

- A. Expiration.
  - 1. Unless otherwise provided in these rules, documents submitted as proof of identity shall be no more than 5 years expired.
  - 2. Unless otherwise provided in these rules, documents submitted as proof of residency shall be dated within 60 days of the date of application.
- B. Authenticity.
  - 1. Documents submitted as proof of identity shall be the original documents issued by the issuing agency. Photocopies shall not be accepted.
  - 2. Mutilated, altered, modified, voided, or counterfeited documents shall not be accepted.
  - 3. Proof of identity documents may be subject to electronic and visual inspection for verification.
  - 4. The City Clerk may decline to accept any document presented if he or she has reason to suspect its authenticity.

## **VI. APPLICATION PROCEDURE**

- A. Applications for a City ID shall be made at City Hall. Minors shall be accompanied by a parent or legal guardian at the time of application.
- B. Applicants requiring translation or interpretation may be requested to make an appointment.
- C. Applicants shall attest that the information provided is true.

- D. Proof of residency and proof of identity shall be provided at the time of application.
1. Original documents shall be returned to applicants.
  2. Staff shall not make or retain any copies of original documents, unless otherwise provided in these rules.
- E. Applicants may request appeal of a denied application, as provided in Section VII.
- F. Applicants shall agree to have their photo taken at the time of application. Applicant-submitted photographs shall be accepted provided the photo complies with Rule VI.F.5. The City Clerk may refuse to accept an applicant-submitted photograph if it does not substantially resemble the applicant or if it is not compliant with these rules. An applicant with a seriously held religious conviction that does not allow the applicant to be photographed may complete, sign, and date a statement certifying that the person objects to being photographed due to seriously held religious convictions.
1. Hats, caps, or other head coverings may not be worn by the applicant when the photograph is taken. If a turban or similar head covering is worn by the applicant due to religious belief, the covering shall be pushed from the forehead until a full facial image is shown.
  2. A photograph shall be taken with or without glasses, at the applicant's preference. Sunglasses and light-sensitive glasses that do not adjust sufficiently to clearly show the eyes shall be removed.
  3. Hair shall be brushed away from the eye areas for the photograph.
  4. Any clothing or device obscuring all or part of a person's face shall be removed when being photographed to show a full facial image, except that any appliances or prosthesis normally used by a person with a permanent facial or dental disfigurement need not be removed.
  5. In addition to complying with Rule VI.F.1-4, applicant-supplied photos shall be:
    - a. Clear, full color, printed on 2 x 2 inch photo quality paper with the head centered and sized between 1" and 1.5".
    - b. Having been taken within the previous six months.
    - c. Properly exposed, without shadows, filters, or unnatural colors
    - d. Taken in front of a white or off-white background by another person. "Selfies" will not be accepted.
- G. Payment shall be required at time of application, in a form prescribed by the City Clerk.



- H. Approved City IDs shall be issued by mail to the address of record, unless otherwise authorized by the City Clerk.

## **VII. APPEAL**

- A. Applicants unable to meet the eligibility requirements of Section II may request an appeal to the City Clerk or his or her designee.
- B. Original documents shall be copied and retained during the appeal process.
- C. When administratively practical, the City Clerk shall notify the applicant of the decision of the appeal in writing within 14 days of the appeal.
- D. The decision of the City Clerk shall be final.

## **VIII. VALIDITY; RENEWAL**

- A. City IDs shall be valid for 5 years from the date of issuance.
- B. Persons applying for renewal or replacement of a City ID shall meet the eligibility requirements specified in Section II, except that proof of identity may be satisfied by surrendering a valid City ID card.

## **IX. FEE**

- A. The fee for a new City ID shall be \$10.
- B. The fee for a replacement City ID shall be \$5.
- C. There shall be no fee for applicants providing written verification of residency from a shelter.

## **X. CHANGE OF INFORMATION**

- A. If the information on a current City ID changes, the City ID shall be considered void.
- B. Changes to the information on a City ID shall be reported to the City Clerk in writing within 10 days of the change.
- C. Changes to the information on a City ID shall require issuance of a replacement card and payment of the applicable fee.

## **XI. LOST, STOLEN, OR DAMAGED CARDS**

- A. Notification.

1. Lost or stolen cards shall be reported to the City Clerk in writing within 10 days.
2. Damaged or defaced cards shall be considered voided and shall be reported to the City Clerk.

B. Replacement.

1. Persons applying for replacement of a lost, stolen, or damaged City ID shall meet the eligibility requirements of Section II.
2. In the case of a damaged City ID, proof of identity may be satisfied by surrendering a valid City ID card, provided the name and photograph of the cardholder are legible.

## **XII. CANCELLATION**

- A. Anyone canceling a City ID shall surrender the card to the City Clerk.
- B. No refund or credit shall be provided for canceled City IDs.

## **XIII. MISCELLANEOUS REGULATIONS**

- A. Pursuant to s. 66.0438(3), Wis. Stats., City IDs may not be used for any of the following purposes:
  1. As an identification document to establish proof of residence under s. 6.34(3)(a)3, Wis. Stats.
  2. As proof of identification under ss. 6.79 (2), 6.82(1)(a), 6.86, 6.87, or 6.875, Wis. Stats.
  3. To obtain public assistance benefits.
  4. To vote.
- B. Records relating to City IDs shall be subject to public records law, s. 19.31 to 39, Wis. Stats.

Last Updated: September 29,2020