



A Helpful Guide to Prepare You for the New

MUNICIPAL ID

of the City of Milwaukee

On July 26, 2016, the **Milwaukee Common Council** passed an ordinance relating to the creation and issuance of a municipal identification (ID) card. If you have resided within the corporate limits of the City of Milwaukee for at least 15 days, you may be eligible to receive a municipal ID. This guide will help those eligible to understand and apply for an ID card.

Important Information

A few important things to keep in mind as you consider getting a municipal ID:

1. Your ID **CANNOT** be used to vote in Wisconsin
2. If you are unable to meet the requirements to obtain an ID, you may appeal to the City Clerk
3. The fee is \$10; the replacement fee is \$5
4. Your ID will expire in 5 years
5. You must notify the License Division within 10 days if your address changes or if your ID was lost or stolen

QUESTIONS?

Contact the License Division:

Phone

(414) 286-2238

Email

license@milwaukee.gov



WHEN CAN I APPLY?

The License Division has a few technical hurdles it must overcome before municipal IDs can be issued. Public announcements will be made when issuance is possible. You can also receive electronic notifications by signing up for “**License Division News**” at <http://city.milwaukee.gov/enotify>.

Here's What You Will

NEED TO KNOW

to Apply for Your Municipal ID

First: Application

- Applications will be available at City Hall and online
- Translated applications and some bi-lingual staff will be available
- You must be 14 years or older to apply
- You must apply in person at City Hall

Second: Documentation

- License Division staff will review and notarize your application
- You must provide proof of identify or your application will not be processed
- You must provide proof you have resided in Milwaukee for at least 15 days
- All documents used to prove identify and residency will be returned to you

Third: Payment

- We can accept cash or check, and - when feasible - debit or credit
- The fee to obtain your municipal ID is \$10

Fourth: Photograph

- No need to submit photographs. We will take your photo right at City Hall

Last: Check The Mail

- The License Division will process, print and mail your new ID within 2 weeks

PROOF OF IDENTITY/RESIDENCY

Before the License Division can process your application, you will need to provide proof of your identity and proof that you reside in Milwaukee. See the attached information sheet for acceptable forms of documentation.

A List of Documents You Can Use to Establish

PROOF OF IDENTITY

to Obtain Your Municipal ID

Submit one of the following:

The document must display your photograph and date of birth.

- U.S. or Foreign Passport
- U.S. State Driver's License
- U.S. State or Federal ID card
- Consular Identification (CID)
- U.S. Permanent Resident (Green) Card

Or any two of the following:

One document must display your photograph and date of birth.

- U.S. or Foreign Birth Certificate
- Social Security Card
- National ID Card
- Foreign Driver's License
- Foreign Military ID
- Visa
- Student ID Card
- U.S. Individual Taxpayer ID Number

BENEFITS OF A MUNICIPAL ID

A few of the benefits of the municipal ID program include:

- Improved community safety by making it easier for those without IDs to interact with authorities
- Improved access to public and private services
- Increased sense of membership in the community among all Milwaukee residents

Additional benefits of the program will be further defined as the program is implemented and may include card capabilities not currently identified. Additional capabilities will be contingent on technology and the support of potential partners.

A List of Documents You Can Use to Establish

PROOF OF RESIDENCY

to Obtain Your Municipal ID

Submit one of the following...

The document must contain your name and residential address in Milwaukee. Documents must be dated within the last 30 days.

- ❑ Utility bill (including gas, electric, garbage, water, internet, cable, cellphone or landline telephone)
- ❑ Local property tax statement or mortgage statement.
- ❑ Insurance premium bill or invoice (including homeowner's, renter's, health, life or automobile)
- ❑ Proof of a minor currently enrolled in a Milwaukee school
- ❑ Bank statement (including checking, savings, certificate of deposit or investment accounts)
- ❑ Jury summons or court order issued by a local, state or federal court
- ❑ Employment pay stub or paycheck (including proof of unemployment or disability assistance)
- ❑ Written verification by a hospital, health clinic, shelter or social service agency

WHERE CAN I GET MY MUNICIPAL ID?

You will be able to apply for your Milwaukee municipal ID with the License Division at City Hall (200 E. Wells Street, Room 105). The License Division is a branch of the Common Council-City Clerk's Office. More information will become available on the License Division website at <http://milwaukee.gov/license>.