Application for Driver License

Last Modified on 01/22/2019 1:36 pm CST

MV3001

This article contains the following sections. Click on the link below to be taken directly to the section that is needed.

General

- All DL customers must complete the "All Applicants-Please Print" section.

- If a customer is under the age of 18, "Driver License Applicant Under Age 18 Only" section must be completed.

- If applying for a commercial driver license (CDL), "Commercial Driver License Applicant Only" section must be completed.

"All Applicants-Please Print" Section

Social Security Number

- Customers who have been issued a Social Security Number (SSN) are required to provide their SSN on any application for a Wisconsin Driver License or Identification Card.

- Exception: If the customer's seriously held religious convictions do not allow them to provide an SSN to the department, STOP PROCESSING. Customer MUST provide proof of Legal Presence. After the customer provides proof of legal presence, give them the MV2958 (Religious Conviction Exemption Request) and advise the customer to complete and mail it to the address listed on the form.

    - Note: The review process may take up to 21 days.

- Customers who present an Immigration and Naturalization Service (INS) document or a passport that indicates they are not eligible for an SSN are not required to make application for an SSN. Customers must complete an MV3741 or MV3742 (Certification of Non-Eligibility for Social Security Number). Scan the MV3741 or MV3742 with the application.

    - Continue processing and issue the license if the customer is otherwise eligible. Leave the SSN section in the "Maintain Individual Customer" window empty.

    - The following codes on the INS document or passport indicate that the holders is not eligible for an SSN: B2, F2, H4 or J2.

No SSN Provided

Customers who do not provide an SSN on their application and have not claimed a seriously held religious conviction to providing an SSN or present an INS document or passport that indicates they may be eligible must apply for an SSN at their local SSA office:

- If the customer is eligible for an SSN, it must be provided on the application unless the customer holds a seriously held religious conviction.

    - NOTE: If the customer refuses to provide their SSN and their SSN is not already on their record, stop processing.

- If the customer is not eligible for an SSN, they must sign and submit either an MV3741 or MV3742.

    - NOTE: The customer is not required to justify why they are not eligible for an SSN and should not be questioned about the reason.

- When the customer is applying for a renewal, reissue, duplicate, reinstatement, original PROB or change of authority AND their SSOLV verified SSN is already on file:

    - Customer does not provide their SSN on the application (Customer does not know their SSN and does not have SS card with them):

        - Processor may continue processing the application and issue the driver license or identification card, if otherwise eligible. Verification of customer's identity is required prior to issuance. (See Section 215 "Identification Requirements ")

        - Verify SSN is on record. If the SSN is in our record, note "on system" on the application. Processor may not provide the SSN to the customer.

        - NOTE: Do not record the SSN on the application.

            - If we are unable to process and the SSN is recorded on the application, we cannot return the application to the customer.

        - **NOTE: Customers who object to providing their SSN due to a seriously held religious conviction are not included in this procedure.**

Provided SSN does not pass SSOLV

Customer provides their SSN on the application (SSN does not match SSN on customer's driver record or it matches another driver's record or it does not meet the proper SSN format criteria):

- Customer has Social Security Card.

    - If number on the SS Card matches the customer's driver record, processor should correct the SSN on the application, continue processing the application and issue the driver license or identification card.

        - Verification of customer's identity is required prior to issuance. (See Section 215, "Identification Requirements ")

- If SS number on application does not match the customer's driver record OR it matches another driver's record: Verify the SS number and the SS card are authentic, correct the SSN on the customer's file. If SSN matches another driver's record:

    - Click on CMS, do a search and if necessary create the customer (remember to add SSN).

    - Save, a warning screen for duplicate SSN will come up, click on IGNORE (allows you to work with record you just selected/created and will set the other record's SSN to 999-99-9999).

    - Click on Apply For License (initiates SSOLV check with this customer and SSA).

    - Continue processing and issue the driver's license if otherwise eligible.

        - Verification of customer's identity and legal presence status (if needed) is required prior to issuance. (See Section 215, "Identification Requirements" & Section 225, "Legal Presence".)

- Customer does not have SS card but has Wisconsin driver license.

    - Processor should verify the customer's identity using a photo driver license or ID card; change the SSN on the application to match the customer's driver record. Continue processing and issue the driver license or ID card if otherwise eligible. Advise customer the SSN they provided does not match what is on their driver record. If they want to make sure that the correct SSN is on file, they may return with their SS card.

    - Staff may not provide the SSN to customer or return application with SSN to customer.

- If customer does not have SS card and does not have their photo driver license or ID card:

    - Processor should verify the customer's identity by using the digital

image on file; change the SSN on the application to match the customer's driver record. Continue processing and issue the driver license or ID card if otherwise eligible. Advise the customer the SSN they provided does not match what is on their driver record. If they want to make sure that the correct SSN is on file, they may return with verification of their SS card.

- NOTE: Customers who do not have their SS card, photo driver license or a digital image on file must provide processor with acceptable proof of identity documents and verification of SSN. (See Section 215, "Identification Requirements ".) If processor is not satisfied with documents provided, ask for more proof.

- If the customer provides a SS Card that shows a placeholder first or last name and the customer does not have a first/last name:
    - Run an SSOLV check with the information as provided on the SS Card to verify through SSOLV.
    - Delete out the placeholder and format the name as it shows on the proof of name and date of birth.
    - When prompted on the SSOLV error, run a processor override. If processor has done one override for the customer already, contact DEU for additional overrides, if necessary.
    - Send an email to DEU's DCOR@dot.wi.gov to remove the former with the FNU/LNU placeholder.
    - NOTE: Do not process a product with "LNU", "FNU", etc. as names. These are placeholders used by government agencies and are not a part of the customer's name.
- When application is for an original driver license or ID card (customer has never held a Wisconsin product) and the SSN provided does not fit the proper SSN format or ties with another driver's record, stop processing. Customer must provide acceptable proof of their SSN before we issue a product.

Applicant Name – First, Middle, Last

- All names must be the full legal name.

- First name can be an initial only if it is their full legal name.

- Hyphenated names are acceptable e.g. Mary J Smith-Jones.

- Names such as "Mary Jane" may be first and middle names or may be joined as first name only.

- Jr., Sr., I, II, III and IV are acceptable as a suffix.

  - NOTE: Suffix may change because of births or deaths within a family. Proof of name change for Suffix is not needed.

- If the customer only has one name, leave the first and middle names empty and enter their name in the last name field.

  - NOTE: Do not process a product with "LNU", "FNU", etc. as names. These are placeholders used by government agencies and are not a part of the customer's name.

- Sister (if it is the legal name) may be used as a first name, but not as a title.

- Professional titles cannot be included in the name unless it is the customer's legal name e.g., Dr., Rev., Mrs. Etc.

Birth Date

- Should be listed as mm/dd/yyyy.

Residence Address

- Complete residence address must be given. § 343.14(2)(a)

  - If a rural address, indicate the assigned fire number, road, street or highway.

  - County of residence must be completed.

- Post office box number is not acceptable in lieu of a street address.

Mailing address

- Only completed if different from residence address.

- An out-of-state or out-of-country address is acceptable for non-commercial license only.

- Driver license renewal notices will be mailed to the mailing address, if given.

Complete description of the customer is required

- Sex: M for Male, F for Female.

- Race:

  - Providing information regarding race on the application is optional.

  - Do not question the customer's choice. Do not alter the application or add indication of what you do or do not do with the race in the system. Please use the following guidelines when processing race:

    - If the customer chooses to leave Race blank on the application, leave blank in the system.

    - If the customer writes in an option on the application which is not one of the 5 choices listed below, leave blank in the system. For example C (Caucasian) do not assume the customer is W (White), if customer indicates C leave blank in the system.

    - If the customer writes one of the 5 options listed below on the application, mark their choice in the system.

    - If there is already a race in the system and the customer leaves the application blank or selects a race that is not one of the 5 choices below, remove the race indicator in the system.

- - - NOTE: If Race is left blank in the system, the Inquiry record will not display the Race field.

    - NOTE: If a Race is selected and entered into the system, it will not display on the DL/ID product.

  - The race options available in the system are described as follows:

    - Asian or Pacific Islanders (A) – Persons identifying with the peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. For example, China, Japan, Korea, the Philippine Islands and Samoa.

    - Black (not of Hispanic origin) (B) – Persons descended from any of the black racial groups of Africa.

    - Hispanic (H) – Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.

    - Indian (I) – American Indian or Alaskan Native-Persons with origins of the original peoples of North America or who maintain cultural identification through tribal association or community recognition.

    - White (not of Hispanic origin) (W).

- Eye Color: Must be one of the colors listed below.

  - NOTE: Abbreviations appear on DL/ID receipts and products

  - BRO = Brown

  - BLK = Black

  - BLU = Blue

  - GRY = Gray

- GRN = Green

- HAZ = Hazel

- DICH = Dichromatic (each eye is a different color)

- Hair Color: Must be one of the colors listed below.

  - NOTE: Abbreviations appear on DL/ID receipts and products

  - BRO = Brown

  - BLK = Black

  - BAL = Bald

  - BLD = Blond

  - RED = Auburn/Red

  - WHI = White

  - GRY = Gray

  - SNDY = Sandy

- Weight should be average weight of the customer.

- Height should be in feet and inches.

  - NOTE: If height and/or weight are given in metric, use Metric Conversion Chart to convert to pounds, feet and inches.

Former name and reason for name change

This is where the customer lists their former name if it has been changed since the last product issued. This should always be completed if the customer is changing their name

with this application.

- Proof of name change is required if name is being changed due to an event. (E.g. Marriage certificate, divorce decree, court order)

- No proof of name change is required if name is being changed back to a name under which a product has already been issued. This will generally happen if a customer is opting to change their name back to their birth name after having changed it due to a life event.

Questions 1-11

All questions in "All Applicants – Please Print" section must be answered.

- NOTE: If the customer answers "Yes" to any question that requires a date and/or location, the customer should answer the question to the best of their ability.

- Potential Organ Donor Question

  - If customer has indicated "yes"'

    - Record a "Y" in the Maintain Individual window Donor box.

    - Remind the customer to complete the Anatomical Gift Statement on their DL or ID card.

  - If customer has not checked the "yes" box, ask the customer if they wish to be an organ donor.

    - If customer indicates "yes" or "no", enter answer into the Maintain Individual window Donor box with either a "Y" or "N".

    - If customer indicates they are undecided, hand them a special organ donor informational handout (Got Your Dot?) and suggest they may wish to read it when they have time. Customer is not required to answer the organ donor question.

      - If customer is undecided and the record was previously flagged

with a "Y" or "N" in the system, the "Y" or "N" must be removed in the Maintain Individual window.

- Customers who request information about the organ donor program should be directed to one of the two procurement agencies in Wisconsin. Staff should not attempt to answer these types of questions. See donor handout (Got Your Dot?) for procurement agencies' phone numbers.

- Opt out Request. Customer is not required to complete opt out question.

  - If customer checks the box, mark the "OPT OUT" box in the Maintain Individual window.

- If customer indicates that their license, ID or operating privilege has been revoked, suspended, cancelled, disqualified or denied, they must identify the date and place to the best of their ability. Refer to "Licensing Requirements for Customers from Out of State (OOS)" for PDPS procedure if the customer is applying for a driving product.

- If the customer indicates that they have been convicted of operating while intoxicated outside of Wisconsin, they must identify the date and place to the best of their ability. Refer to, "Licensing Requirements for Customers from Out of State (OOS)" for PDPS procedure if the customer is applying for a driving product.

- If the customer indicates that they hold a valid driver license or identification card from another state or country, they must indicate where they hold the product and how many years of license experience they have in the US or its territories and/or Canada. Refer to , "Licensing Requirements for Customers from Out of State (OOS)" for procedures.

- If customer indicates the need for corrective lenses, refer to , "Vision Standards – Class D & M " for processing information.

- If customer indicates missing limb, refer to, Missing Limbs or Amputations

- If customer indicates medical conditions, refer to Section 235, "Evaluating

[Medical Conditions or Disabilities](#) " for processing information.

- Customer must self-certify legal presence by selecting U.S. Citizen, Permanent or Conditional Permanent Resident or Temporary Visitor.

Signature

- The customer must sign and date the application.

    - Signature should be written as customer usually signs their name.

        - Signatures may not include titles such as Mr., Mrs., PHD, MD, etc.

        - No signs, symbols or disclaimers such as "under duress" or "without prejudice" may be included in a signature.

            - Examples of symbols that are not allowed include, but are not limited to, hearts, smiley faces, stars, etc.

        - Customer's signature and date, Trans [102.14 (1)(e)](#) , states a person may not include in a signature any disclaimer of any type or any information other than the person's name.

            - Some gang symbols are listed below.

1%	Glove	Sun	Circle with a number in it
Eye	Hat	Sword	Initials S.C., I.S.C., L.K., F.T.W.
Cane	Moons	5 or 6 Pointed Star	Flames
Nazi SS	Lightning Bolt	Crown	Pitchfork
Playboy Bunny	Dice	Pyramid	November 13, 666, etc.
Dollar Sign	Snake	Spider/Spider Web	

- If usual signature is printed, indicate this on the application.

- If customer is unable to write or print, and their usual signature is an "X" or a "mark", they may use that, or person accompanying the customer may sign their name for

them.

- If customer has difficulty signing their name and customarily uses a signature stamp, accept the stamp on the application.

- Person signing their name in a foreign language is acceptable.

- NOTE: Processor must include their processor ID number when any change or corrections are made on the application.

"Office Use Only" Section

- Processing Information

    - Record the date that the application is being processed.

    - Record the Processor ID of the employee who reviews the customer's documents prior to processing.

    - If customer holds an out-of-state DL or ID product, record customer's out-of-state license number, the state where the card was issued and the expiration date. Record the customer's WI DL/ID number if the customer does not have a social security number.

    - Hearing is for CDL only. Refer to Section 425, "Commercial Driver's License".

    - Skill Test Score should be written in by the employee who conducted the skills test.

    - Highway Signs and Knowledge: Either the test scores or a P for pass or F for Fail should be entered by the employee who conducted the tests.

    - Processor Signature and Processor ID must be filled out by the employee who is processing the application.

        - Note: If for some reason the application cannot be processed, the processor signature and ID should be crossed out with a notation that the application was returned to the customer. If the same application is

being used with the application can be processed, the employee processing should sign and enter their ID (badge number).

Product Information

- Reason for Reissue should be filled in if the application type is reissue.

- REAL ID should be checked if the customer is applying for a REAL ID.

- Mark the appropriate product type for which the customer is applying.

  - REGI = Class D Instruction Permit

  - PROB = Probationary (Class D and M only)

    - NOTE: Classes A, B and C are never PROB

  - CDLI = Commercial Learner Permit (may be referred to as CLP)

  - RGLR = Any combination of Classes A, B, C, and regular class D or M

  - CYCI = Class M Instruction Permit

  - OCCL = Occupational License

  - SPRI = Special Restricted Instruction Permit

  - SPRR = Special Restricted Regular

  - JUVI = Juvenile Restricted Instruction Permit

  - JUVP = Juvenile Restricted Probationary

  - MPDI = Moped/Motor Bicycle Instruction Permit

  - NON = Has a Wisconsin record, no license/ID issued

- Mark the appropriate application type for which the customer is applying.

  - ORG = Original

  - RNW = Renewal

  - DUP = Duplicate

  - REI = Reissue

  - RSM = Reinstatement

  - AMD = Amend (use for occupational license only)

  - COA = Change of Authority (use when adding a class or endorsement to an existing license)

- Mark the appropriate classes for which the customer is applying.

- Mark the appropriate endorsements for which the customer is applying.

- Mark the YES or NO box for Federal Medical Certificate Shown if the customer is applying for a commercial license. If Yes is marked, enter the expiration date of the Fed Med Card.

- Mark the correct payment method the customer is using to pay for the product(s) and write in the amount the customer paid.

  - NOTE: More than one payment type can be marked.

- Record fee amount

  - NOTE: If the customer is paying with a credit card, do not add the credit card processing fee to the fee amount on the application.

"Vision" Section

- Notate Test Results on MV3001 if vision results are not immediately being entered into the system. (E.g. checked at information desk.)

    - NOTE: If results are being entered into the processing system, vision section on the MV3001 does not need to be completed by the processor.

    - If vision test is conducted by a DMV employee, mark the box next to "Check if vision section completed by DMV Examiner".

    - Record vision results.

        - If the customer is not wearing corrective lenses, enter the results in the column labeled "Without RX".

        - If the customer is wearing corrective lenses, enter the results in the column labeled "With RX".

    - Enter the peripheral results in the column labeled "Temporal Field of Vision in Degrees".

    - Mark the correct box indicating if corrective lenses are required while driving.

    - Mark the correct box indicating color perception for CDL applicants only.

    - All other fields in the vision section of the application are for professional eye examiners only.

        - NOTE: All original and renewal CDL applications must show actual visual acuity, temporal field of vision for each eye and color.

        - NOTE: Please refer to Section 310, "Vision and Hearing-Class D and M Licenses" for vision standards.

"Commercial Driver License Applicant Only" Section

- All questions must be answered when applying for a Commercial Driver License (CDL).

- If the customer indicates there has been a loss of consciousness or muscle control caused by a neurological condition, refer to Section 425, "Commercial Driver's License" for the procedure.

- If the customer indicates the use of insulin in the past 2 years to control a diabetic condition, refer to Section 425, "Commercial Driver's License" for the procedure.

- If the customer indicates the use of oral medication to control a diabetic condition, refer to Section 425, "Commercial Driver's License" for the procedure.

- If the customer indicates that they are hard of hearing, refer to Section 425, "Commercial Driver's License" and Section 430, "School Bus 'S' and Passenger 'P' Endorsements" for procedure.

- If the customer indicates that they have held a valid operator's license in the past 10 years from any jurisdiction, other than WI, they must list the places on the application and the processor must enter them into the system.

- If the customer indicates that the vehicle they will be operating is equipped with air brakes, make sure that the correct tests have been given and that the restrictions are correct on the customer's record and product.

- The Customer must indicate whether they meet the driver qualifications as required by 49 CFR 391 to operate a commercial vehicle. (This is asking if the customer holds a valid federal medical card.)

- If the customer is applying for a School Bus, CDL Instructional Permit or new CDL classes or endorsements, they must indicate if the vehicle in which the skills test will be given is representative to the type of vehicle the customer intends to operate.

- If the customer is applying for a school bus endorsement, they must indicate if they have been convicted of an offense listed on the School Bus or Alternative Vehicle License Information Request, form MV3740, in Wisconsin or any other jurisdiction. If they mark "YES", then the date and place of the conviction must be listed.

"Driver License Applicant Under Age 18 Only" Section

- Applicant Certification

  - A customer must certify, when applying for their Original Probationary License, that they have been free of violations during the six-month period prior to the application. The customer must sign the certification.

    - NOTE: If the customer does not sign certification, conduct the skills test. Enter the skills test results in the Exam Recording System. A license can be issued however, inform the customer that the license may be cancelled if they are convicted of the violation.

- School Certification

  - Instructor or authorized school official must complete this section.

  - School ID number and school name must appear on the application.

  - Instructor records the results of knowledge and highway signs tests, if given.

    - §.343.16(1)(a)(3) allows Driver Education instructors at public, private, vocational schools and Department approved driver training schools (DTS) to conduct DMV knowledge and highway signs tests.

    - School must have a signed agreement on file with the Department.

    - If the tests were not administered by the school, a line must be drawn through the Knowledge and Highway Signs test Pass/Fail section.

  - Authorized School Official or Driver Education Instructor must sign and date the application.

    - NOTE: Date of school certification cannot be more than 60 days old.

    - NOTE: If application is presented with a Driver Ed Instructor signature, but customer section blank, destroy the application and advise the

customer to fill out a new application and take it to the instructor to sign.

- Sponsor Certification

    - Minor's name must be printed.

    - Sponsor's name must be printed.

    - Sponsor's relationship to the minor must be completed.

    - Sponsor's Wisconsin DL/ID Number, Sex and Date of Birth must be listed.

        - NOTE: Sponsor does not need to hold a Wisconsin product to be a sponsor. Record may be created for sponsors who are not yet in Wisconsin's database.

    - Sponsor's signature is required. If applying for an ORG/PROB, sponsor's signature certifies minor has completed 30 hours of practice, 10 of which were at night and that the minor is not a habitual truant.

        - Licensing personnel must determine if the proper person has signed as sponsor regardless of who notarized (witnessed) the sponsor's signature.

        - If a product was not issued at the time an application was signed, the sponsor's signature is valid for one year from the date it was signed.

        - Commission expiration date must be included when witnessed by a notary public. (In some cases, the expiration date may be marked "permanent".)

        - Whenever the sponsor is a person other than the parent, licensing personnel should indicate the reason. See Section 210, "Sponsorship" for information on who may sign as sponsor and who may witness the sponsor's signature.