

DMV Voter ID Procedure

Dane County Human Services Job Center

Background

Resolution 32 was passed allowing homeless individuals to use certain county addresses in order to obtain their Wisconsin Driver's License or state ID. This will help ensure that more individuals have access to vote.

Procedure Overview

Homeless individuals who are in need of a Voter ID can use the Dane County Job Center address (1819 Aberg Ave. Suite D, Madison, WI 53704) for the receipt of their ID or Driver's License. This means that customers who are **not** currently receiving their mail at the Dane County Job Center as part of a homeless mail agreement will also be able to receive their Voter ID at the Dane County Job Center. In order for the DMV to send a Driver's License or ID to the Dane County Job Center for an individual, a proof of Wisconsin residency letter (page 3 of this document) will have to be signed by a county employee vouching for the individual who wishes to receive their Voter ID at the Job Center address. There is no requirement for an open public benefits case for those homeless individuals using the Dane County Job Center address for the receipt of their Voter ID. Any Wisconsin Driver's Licenses or Wisconsin State IDs received at the Dane County Job Center will be held for 30 days for customer pickup. Any items not picked up within 30 days will be returned to sender, as per current procedure.

Procedure Details

1. A homeless individual will make contact with a Dane County Human Services employee identifying the need to receive a Voter ID and the lack of an address.
2. The Dane County Human Services employee will determine if their signing the proof of Wisconsin residency letter would be appropriate given their professional relationship with the customer.
3. Once letter is signed, the original will be given to the customer for use in obtaining their ID/Driver's License from the DMV. A copy will be sent to the Dane County Job Center at 1819 Aberg Ave. Suite D., Madison, WI 53704 or via fax at 608-242-7410.
4. Once the letter is received at the Dane County Job Center, it will be coded with the customer's case number and SUE and scanned to their case. If the customer does not have a case, a paper file will be maintained in a locked cabinet at the Dane County Job Center Benefits Desk.

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5. When a Wisconsin Driver's License or ID is received at the Dane County Job Center, it date stamped and logged as a Benefit on the Benefit Log and filed at the Benefits Desk by customer last name for pickup.
6. Driver's Licenses/Wisconsin State IDs will be held for 30 days for customer pickup.
7. Customers coming in to pick up their Voter ID (Driver's License or Wisconsin state ID) will need to provide proof of identity and sign for receipt of their Voter ID.

In the event that the customer has no form of ID, questions will be asked about their CARES case in order to provide positive identification before providing them with their mail. This would include verification of their SSN, DOB or questions related to their household composition, recent employment, etc. If a customer has no open case, the worker who signed their Wisconsin proof of residence letter would need to make a positive in person identification of the customer. To facilitate this, the worker who signs the letter may need to coordinate efforts with the customer to be on site at the Dane County Job Center at the same time. Dane County Human Services staff located outside of the Dane County Job Center can contact Job Center staff with questions related to case status through the already established communication channels

8. If a customer fails to pick up their Driver's License or ID after 30 days, the envelope will be marked "Return to Sender" and returned via our normal mail purging process.

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Dane County Department of Human Services

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Joe Parisi
DANE COUNTY EXECUTIVE

Date:

This document serves as proof of Wisconsin residency for this individual who does not have a traditional residence for identification purposes.

Name of Individual:

Physical address being used for residency purposes:

Dane County Job Center
1819 Aberg Ave Ste D
Madison WI 53704

As a person affiliated with Dane County Department of Human Services, I certify that I know this individual. I know the name of the individual and know that the location described as this person's residence (,add location if not JCO,) is a place frequented by this individual.

This letter is provided as proof of Wisconsin residence to enable the individual to meet the State's residency requirements for the purpose of obtaining a state driver license or identification card. If a Wisconsin driver license or identification products are mailed to the individual at the address provided, I will ensure that the individual receives the mailing. If the individual is no longer affiliated with the agency, I will mark the envelope "RETURN TO SENDER" and will re-mail.

Signature

Title