

## **Residency Documentation for Homeless Individuals**

Homeless individuals may designate a fixed location as their residence for identification purposes if it is an identifiable location in the state of Wisconsin which could conceivably serve as a temporary residence. This location may be a homeless shelter, or other location where a homeless individual may spend time or return to.

In order to establish that a person without a traditional residence is a qualified Wisconsin resident, the person needs to produce documentation showing a relationship to a particular shelter or social service agency.

This form of documentation may include a letter from a shelter for the homeless or from a private or public social service organization providing services for homeless individuals. The letter identifies the individual and describes the location designated as the person's residence.

The identification letter should be on letterhead and signed by a person affiliated with the social services organization.

Wisconsin driver licenses and identification cards may be printed centrally and mailed to the applicant within 10 business days. If a social service agency letter is presented as proof of residency, the agency address will be printed on the driver license or identification card product, and used as the address for mailing the product. When the agency receives the product in the mail (as addressed to the applicant), it should distribute the envelope to the applicant, assuming the customer is still affiliated with the social service agency. If the temporary resident is no longer affiliated with the agency, the agency should mark the envelope "RETURN TO SENDER" and re-mail.

**[On Social Service Agency Letterhead]**

Date

This document serves as a 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:

As a person affiliated with (*the organization indicated on this letterhead*), 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 is a place frequented by this individual.

This letter is provided as proof of Wisconsin residence to enable the individual meet the state's residency requirements for the purpose of obtaining a state driver license or identification card. 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

(Rev.12/11)