

Wisconsin Department of Safety and Professional Services

Office Location: 4822 Madison Yards Way
Madison, WI 53705
Phone Number: (608) 266-2112

LicensE Portal: [License.wi.gov](https://license.wi.gov)
Email: dsps@wisconsin.gov
Website: <http://dsps.wi.gov>

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

INSTRUCTIONS FOR APPLICANTS OR CREDENTIAL HOLDERS WITHOUT A SOCIAL SECURITY NUMBER

Instructions for applicants wanting to obtain or renew a Wisconsin Department of Safety and Professional Services (DSPS) credential who do not have a social security number (SSN):

1. If you do not have a social security number (SSN) you must complete the Wisconsin Department of Children and Families (DCF) Form DCF-F-2462, *Application and Affidavit for Professional/Occupational License*.
 - As a courtesy, a copy of the form follows.
2. Upload the completed form into your DSPS online LicensE application, <https://license.wi.gov/>.

Application and Affidavit for Professional / Occupational License

Background:

The Bureau of Child Support is providing this form to you to comply with state statutes pertaining to individuals who do not have a Social Security number and who are applying for a professional or occupational license under one of the statutes listed on the application form attached.

If an individual who applies for a license under your agency's respective license statute does not have a Social Security number, the individual, as a condition of obtaining that license, shall submit a statement made or subscribed under oath or affirmation to the board that the individual does not have a Social Security number. The form of the statement shall be prescribed by the Department of Children and Families. A license issued in reliance upon a false statement submitted is invalid.

Instructions to Applicant:

Complete the affidavit in full, and have it signed in the presence of a notary public.

Instructions to Agents:

Please keep the original for your agency and mail or FAX a copy of the completed form to:

Department of Children and Families
Bureau of Child Support
Attn: License Coordinator
P.O. Box 7935
Madison, WI 53707-7935

Email: bcinfo@wisconsin.gov

Fax Number: (608) 422-7165

All completed forms must be maintained in a locked, confidential file.

Thank you for your cooperation.

Wisconsin Department of Children and Families
Bureau of Child Support

Application and Affidavit for Professional / Occupational License

Please print your responses. Each signature on the affidavit must be signed in the presence of a notary public. The completed notarized form must be submitted to the DOT.

Full Name of Applicant (First)		(Middle)	(Last)		
Address Street		Apt	City		State Zip Code
Mailing Address (if different than above)					
Gender male/female	Height (feet)	(inches)	Weight	Hair Color	Eye Color
Date of Birth		County of Birth		State of Birth	
Telephone Number		Cell Phone Number		Driver's License No.	
Applicant's Guardian's Full Name (First)		(Middle)	(Last)		
Applicant's Guardian's Full Name (First)		(Middle)	(Last)		

AFFIDAVIT

I hereby attest that I do NOT have a social security number because:

- I have an approved IRS form 4029 (exemption from paying social security taxes)
- Other (explanation required) _____ If at any time in the future I obtain a social security number, I will provide it with my next application for renewal.

I understand that providing a false affidavit automatically makes this application invalid. Therefore, any and all licenses issued as a result will also be invalid and I may be subject to penalties for false swearing under s. 946.32, Stats., and for operating without a valid license under ss. 13.63(1)(a), 13.64(2m), 48.66(2m)(a)2., 49.48(1m), 73.03(50)(c), 93.135(1m), 101.02(20)(e), 102.17(1)(cg)2m., 103.275(2)(bg)2m., 103.91(2)(b)2m., 103.92(2)(b)2m., 104.07(4)(bm), 105.06(1m)(bm), 118.19(1s), 138.09(1m)(c), 138.12(3)(c), 146.51(1m), 146.52(1m), 165.85(3m)(b)2., 170.12(3m)(a)1m., 202.02(4)(b), 217.05(1m)(c), 218.01(2)(ie) 3. and (ig)3., 218.02(2)(a)3., 218.04(3)(a)3., 218.05(3)(am)3., 218.11(2)(am)4., 218.12(2)(am)3., 218.21(2f), 218.31(1f), 218.41(2)(am)3., 218.51(3)(am)3., 224.72(2)(d), 250.041(1m), 299.08(1)am, 341.51(4)(an), 342.06(1)(eh), 343.14(2)(br), 343.305(6)(e)2.am., 343.61(2)(a)1m., 343.62(2)(am), 440.03(11m)(am), 551.32(1)(bs), 562.05(1e), 628.10(2)(cr), 632.68(3)(b)3., 632.68(5)(b)3., 633.15(2)(e), 751.15(3), Stats.

Applicant Signature

NOTARY

State of Wisconsin, County of _____

This document was signed before me on (date) _____

Notary Signature

Notary's Expiration Date

Notary's Seal

FOR AGENCY USE ONLY: Division Name _____	Date Forwarded DCF: _____
Agency Contact Name: _____	Contact Telephone Number: _____