

# Wisconsin Department of Safety and Professional Services

**Mail To:** P.O. Box 8935  
Madison, WI 53708-8935  
**FAX #:** (608) 251-3036  
**Phone #:** (608) 266-2112

**Office Location:** 4822 Madison Yards Way  
Madison, WI 53705  
**E-Mail:** [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov)  
**Website:** <http://dsps.wi.gov>

**DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING**  
**INSTRUCTIONS FOR APPLICANTS OR CREDENTIAL HOLDERS**  
**WITHOUT A SOCIAL SECURITY NUMBER**

Initial applicants or credential holders applying for credential renewal who do not have a social security number 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. If applying for or renewing a Wisconsin Department of Safety and Professional Services (DSPS) credential, submit the completed form to DSPS with your application or mail to:

Regular mail: Wisconsin Department of Safety and Professional Services  
Division of Professional Credential Processing  
P.O. Box 8935  
Madison, WI 53708 8935

Express mail: Wisconsin Department of Safety and Professional Services  
Division of Professional Credential Processing  
4822 Madison Yards Way  
Madison, WI 53705

**A DSPS credential cannot be issued or renewed without receipt of completed Form# DCF-F-2462.**  
Once DSPS has recorded receipt of the form, DSPS will forward Form# DCF-F-2462 to DCF.



P.O. Box 7935  
Madison, WI 53707-7935

Division of Family and Economic Security  
*Bureau of Child Support*

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## 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**

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

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: [bcsinfo@wisconsin.gov](mailto:bcsinfo@wisconsin.gov)  
Fax: (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.*

Name – Applicant (Last, First, MI)

Address (Street, City, State, Zip Code)

Mailing Address (if different than above)

Gender <input type="checkbox"/> Male <input type="checkbox"/> 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.		

Name – Guardian (Last, First, MI)

Name – Guardian (Last, First, MI)

### 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 license 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.

Signature - Applicant

Date Signed

Subscribed and affirmed to before me  
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary public, State of Wisconsin

Notary Public, State of Wisconsin  
My commission (is permanent)\_\_\_\_ Expires\_\_\_\_\_

*Information provided on this form (including any attachments) may be shared with others only for the purpose(s) of administration of the child support program and other related programs [Wis. Statutes, s. 49.83].*

**Mail completed form to:** DEPARTMENT OF CHILDREN AND FAMILIES, Bureau of Child Support, Attn: License Coordinator, P.O. Box 7935, Madison, WI 53707-7935

**FOR AGENCY USE ONLY:** Agency Name: \_\_\_\_\_ Date Forwarded to DCF: \_\_\_\_\_  
Agency Contact Name: \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_