



Wisconsin Department of Agriculture, Trade and Consumer Protection
 Division of Food and Recreational Safety
 P.O. Box 93586
 Milwaukee, WI 53293-0586

PLEASE READ THIS IMPORTANT NOTICE

SUBMIT SOCIAL SECURITY NUMBER FORM WITH APPLICATION - **Failure to submit this form will cause a significant delay in the** **processing of your license application**

Wis. Stat. § 93.135 requires the Department to collect the Social Security Number (SSN) for the applicants listed below who are applying for an original or renewal license registration or certificate. This form can be photocopied/duplicated if more than one individual will be named on the license.

Each of the following individual licensees should fill out a separate SSN form:

- **Individual / Sole Proprietor**
- **Individuals licensed as a Married Couple**

Please do not substitute a Federal Employer Identification Number for the Social Security Number, even if you are an individual that holds both numbers.

The following entities that are registered with the Department of Financial Institutions **DO NOT** have to submit a SSN:

- General Partnerships; however, **a copy of the legal partnership agreement must be submitted instead**
- Limited Partnerships (LP)
- Limited Liability Partnerships (LLP)
- Limited Liability Companies (LLC)
- Corporations
- Cooperatives

The Department is required by law to provide the collected SSNs to the Department of Children and Families. The collection of SSNs and the provision of SSNs to the Department of Children and Families will be done in a manner that will protect the confidentiality of SSNs. They will be encrypted in the Department's computer system before the SSNs are provided to the Department of Children and Families.

By law, the Department may not issue or renew a license until the licensee provides their SSN.

LICENSEE'S NAME _____ "DOING BUSINESS AS" _____
 (Please fill out a separate form for each licensee) (if applicable)

SOCIAL SECURITY NUMBER (Individual) _ _ _ - _ _ - _ _ _

LICENSE TYPE _____ LICENSE NUMBER _____

Any personally identifiable information, as defined under Wis. Stat. § 19.62(5), requested on this form may be used for purposes other than that for which it is originally being collected (Wis. Stat. § 15.04(1)(m)). Confidentiality of this information will be maintained to the extent authorized by law.