

APPLICANT DOCUMENT GUIDE

CityKey

Use this document guide when you are completing the:
“Application for the City of Chicago Municipal ID Program-CityKey”

To qualify for a Chicago CityKey, you must be a resident of the City of Chicago and meet the following document criteria:

At least 3 points of documents establishing the Applicant’s identity and one document proving residency in the City of Chicago.

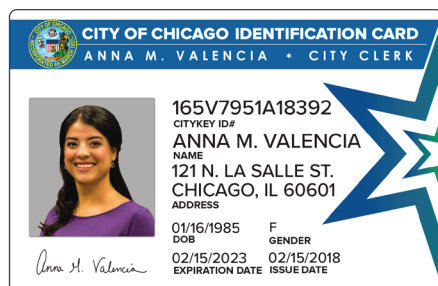
The following criteria must be met:

1. At least **one** of the documents submitted must contain the Applicant’s photograph, unless:
 - a. the Applicant is under the age of 14 (*see our Applicant Document Guide for Kids ID*), or
 - b. the Applicant is between the ages of 14 and 21, lacks documentation that contains their photograph identification, and is accompanied by an eligible caretaker (*see our Document Guide for Teens and Young Adults*).
2. At least **one** of the documents proving identity must contain the Applicant’s date of birth; and,
3. At least **one** of the documents must prove that the Applicant is a resident of the City of Chicago.

Additional information about the Chicago CityKey Program and the CityKey Administrative Rules can be found at Office of the City Clerk, City Hall location, or on the Chicago CityKey website: www.chicityclerk.com/ChicagoCityKey.

CityKey Application Guidelines

1. You must complete the application process in person at our City Hall location, or at one of our Mobile Printing Sites.
2. Persons who make material false statements may be fined not less than \$500, and not more than \$1,000, plus three times the City’s damages, litigation costs, collection costs, and attorney’s fees pursuant to Section 1-21-010 of the Municipal Code of Chicago.
3. Each CityKey expires: for cardholders under the age of 14, two (2) years from the date of issuance; for cardholders between the ages 14 and 64, five (5) years from the date of issuance; cardholders 65 years or older will receive a non-expiring CityKey.
4. All documentation submitted should be in the original format, or certified copies. If we are unable to authenticate a document in a foreign language, the Applicant is responsible for providing a certified English translation.



Disclaimer: This guide is a summary of the CityKey Administrative Rules and its aim is to explain, in simple form, the eligibility requirements to qualify for a CityKey.

PROOF OF IDENTITY

Below is a list of documents you can use to fulfill the **Proof of Identity** requirement. You must have eligible documents totaling at least three **(3)** points.

Document	Meets Photo Req	Meets DOB Req
This column contains all the eligible documents. Feel free to use the box to mark which documents you have.	This column indicates if the document meets the photo requirement <i>(for applicants 14 years or older)</i> .	This column indicates if the document meets the date of birth requirement <i>(for applicants 14 years or older)</i> .

Each of the following documents are worth three **(3)** points to satisfy the **Proof of Identity** requirement.

Document	Meets Photo Req	Meets DOB Req
<input type="checkbox"/> U.S. Passport or U.S. Passport Card	Yes	Yes
<input type="checkbox"/> Foreign Passport, issued by a country other than the U.S. (machine readable)	Yes	Yes
<input type="checkbox"/> State Driver's License or Learner's Permit Photo Identification Card	Yes	Yes
<input type="checkbox"/> State Identification Card	Yes	Yes
<input type="checkbox"/> Global Entry Card issued by the U.S. Customs and Border Protection	Yes	Yes
<input type="checkbox"/> Illinois Temporary Visitor's Driver's License	Yes	Yes
<input type="checkbox"/> Illinois Firearm Owner's Identification Card	Yes	Yes
<input type="checkbox"/> U.S. Permanent Residency Card ("Green Card") or Alien Registration Receipt Card (Form I-551)	Yes	Yes
<input type="checkbox"/> U.S. Certificate of Citizenship (Forms N-560 or N-561)	Yes	Yes
<input type="checkbox"/> U.S. Certificate of Naturalization (Forms N-550, N-570, or N-568)	Yes	Yes
<input type="checkbox"/> Verification of Release Form issued by the U.S. Department of Health and Human Services-Office of Refugee Resettlement, that includes the Applicant's photograph, date of birth, name, and the address of the Applicant's sponsor, dated within the 12-month period immediately prior to the submission of the Application	Yes	Yes
<input type="checkbox"/> Common Access Card, issued by the Department of Defense to active duty, retiree, or reservist military personnel	Yes	Yes
<input type="checkbox"/> Uniformed Services ID Card, issued by the Department of Defense to active duty, retiree, or reservist military personnel, and to certain family members of such personnel	Yes	Yes
<input type="checkbox"/> Current Employment Authorization Document ("EAD") or U.S. work permit, issued by the U.S. Citizenship and Immigration Services	Yes	Yes
<input type="checkbox"/> Enhanced Tribal Card, Native American Tribal Photo Identification Card, or other tribal identification card issued by a federally recognized tribe (must include photo, address, signature, date of birth, and expiration date)	Yes	Yes
<input type="checkbox"/> U.S. Merchant Mariner Credential, issued by the U.S. Coast Guard National Maritime Center (must include photo, address, date of birth, and issue and expiration dates)	Yes	Yes
<input type="checkbox"/> U.S. Department of State Driver's License or Non-Driver Identification Card (must include photo, date of birth, and expiration date)	Yes	Yes

Please continue to the next page.

Each of the following documents are worth two **(2)** points to satisfy the **Proof of Identity** requirement.

Document	Meets Photo Req	Meets DOB Req
<input type="checkbox"/> Consular Identification Card (“CID”)	Yes	Yes
<input type="checkbox"/> VISA, issued by the U.S. State Department (must include photo)	Yes	Yes
<input type="checkbox"/> Foreign Passport, issued by a country other than the U.S. (non-machine readable)	Yes	Yes
<input type="checkbox"/> Expired foreign Passport, issued by a country other than the U.S. (machine readable, expired no more than 3 years prior to the date the Applicant submits his or her Application)	Yes	Yes
<input type="checkbox"/> Expired U.S. Passport (expired no more than 3 years prior to the date the Applicant submits their Application)	Yes	Yes
<input type="checkbox"/> Veterans Identification Card, issued by the U.S. Department of Veterans Affairs (must include photo and member ID number)	Yes	No
<input type="checkbox"/> Veterans health Identification Card, issued by the U.S. Department of Veterans Affairs (must include photo and member ID number)	Yes	No
<input type="checkbox"/> Federal, state, or local government employee identification card (must include photo)	Yes	No
<input type="checkbox"/> If the Applicant is 14 years or older, a U.S. birth certificate of the Applicant, issued by a State or Territory, or a political subdivision of a State or Territory, or the U.S. State Department, including Consular Report of Birth Abroad (provided that birth certificates issued in Puerto Rico prior to July 1, 2010 will not be accepted)	No	Yes
<input type="checkbox"/> Foreign Driver’s License, issued by a country other than the U.S. (machine readable, must include photo, address, date of birth, and expiration date)	Yes	Yes
<input type="checkbox"/> Foreign national identification card issued by a country other than the U.S., accepted for purposes of re-entry into the issuing country (machine readable, must include photo and date of birth or age)	Yes	Yes, if included
<input type="checkbox"/> Social Security Card, issued by the U.S. Social Security Administration	No	No
<input type="checkbox"/> U.S. Individual Taxpayer Identification Number (“ITIN”) authorization and assignment letter, issued by the U.S. Internal Revenue Service	No	No
<input type="checkbox"/> Form I-94 Arrival/Departure Record, issued by the U.S. Department of Homeland Security (must include photo, date of birth, and fingerprint)	Yes	Yes
<input type="checkbox"/> State Temporary Driver’s License or Learner’s Permit	No	Yes
<input type="checkbox"/> RTA Reduced Fare or Free Fare Permit, issued by the Regional Transportation Authority	Yes	No
<input type="checkbox"/> Approval notice of an immigration benefit, issued by the U.S. Citizenship and Immigration Services (Forms I-797, I-797A, I-797B, or I-797D)	No	No
<input type="checkbox"/> School Enrollment Form for the Applicant, issued by the Chicago Public Schools	No	Yes
<input type="checkbox"/> Identification card issued by a private or public Illinois educational institution (including elementary, middle, secondary, and post-secondary schools), expired no more than three (3) years prior to the date the Applicant submits his or her Application	Yes	Yes, if included
<input type="checkbox"/> Software application administered by a private or public Illinois educational institution (including elementary, middle, and secondary schools), that includes the student’s name and photograph	Yes	Yes, if included
<input type="checkbox"/> Youth work permit issued through the Illinois State Board of Education by: a high school in Illinois; the Illinois Regional Offices of Education; the Illinois Department of Labor; or the City of Chicago Intermediate Service Center	No	Yes
<input type="checkbox"/> A letter verifying the Applicant’s acceptance and participation in One Summer Chicago (“OSC”), issued by the City of Chicago or the Applicant’s employer through OSC, dated within the 12-month period immediately prior to the submission of the Application	No	No
<input type="checkbox"/> Employee Identification card, issued by the City of Chicago, Chicago agencies, Cook County Government, State of Illinois or its agencies or the Illinois State Board of Education (must include photo)	Yes	No
<input type="checkbox"/> Temporary Identification Card for Released Offenders, issued by the Illinois Department of Corrections	Yes	Yes
<input type="checkbox"/> Illinois Department of Corrections Identification Card Verification Form (issued within the 30-day period immediately prior to the submission of the Application)	Yes	Yes
<input type="checkbox"/> State of Illinois Prisoner Review Board Order	Yes, if included	Yes, if included
<input type="checkbox"/> Released Offender Identification Card (that includes photograph)	Yes	Yes

Each of the following documents are worth one **(1)** point to satisfy the **Proof of Identity** requirement.

Document	Meets Photo Req	Meets DOB Req
<input type="checkbox"/> Expired Consular Identification Card (“CID”) (expired no more than 3 years prior to the date the Applicant submits their Application)	Yes	Yes
<input type="checkbox"/> Expired Illinois Driver’s License, or Identification Card, issued by the Illinois Secretary of State (expired no more than 3 years prior to the date the Applicant submits their Application)	Yes	Yes
<input type="checkbox"/> If the Applicant is a parent, a U.S. birth certificate of a child that lists the Applicant as a parent, issued by a State or Territory, or a political subdivision of a State or Territory, or the U.S. State Department, including Consular Report of Birth Abroad (provided that birth certificates issued in Puerto Rico prior to July 1, 2010 will not be accepted)	No	Yes
<input type="checkbox"/> If the Applicant is 14 years or older, foreign birth certificate, issued by a current or former sovereign nation other than the U.S.	No	Yes
<input type="checkbox"/> Foreign Driver’s License, issued by a country other than the U.S. (non-machine readable, must include photo, address, date of birth, and expiration date)	Yes	Yes
<input type="checkbox"/> Foreign National Identification card issued by a country other than the U.S., accepted for purposes of re-entry into issuing country (non-machine readable, must include photo and date of birth or age)	Yes	Yes, if included
<input type="checkbox"/> Military photo identification card issued by a foreign country other than the U.S. to active duty, retiree, or reservist military personnel	Yes	Yes, if included
<input type="checkbox"/> Official copy of an academic transcript issued by a high school or post-secondary educational institution in the U.S., which includes the dates and/or school term attended by the Applicant, cumulative academic record, and, if applicable, the degree(s) awarded	No	Yes, if included
<input type="checkbox"/> Diploma issued by a high school in the U.S., a High School Equivalency Diploma granted based on the General Educational Development Test (“GED”) and Test Assessing Secondary Completion (“TSAC”) exams, or a diploma issued by a post-secondary school, college, or university in the U.S.	No	Yes, if included
<input type="checkbox"/> Ventra U-Pass, issued by the Chicago Transit Authority	Yes	No
<input type="checkbox"/> Student Ventra Card, issued by the Chicago Transit Authority (must include student name and photo)	Yes	No
<input type="checkbox"/> Chicago Department of Family & Support Services Participation Card	Yes	No
<input type="checkbox"/> Enrollment Form, with the Applicant’s name and date of birth, from a program administered or funded by the Chicago Department of Family & Support Services (“DFSS”), including Head Start, Early Head Start, and a licensed Child Care, dated within the current calendar year	Yes, if included	Yes, if included
<input type="checkbox"/> Official Illinois Department of Human Services identification letter	No	No
<input type="checkbox"/> Identification card, license, or other official federal document related to Medicare or Medicaid	No	No
<input type="checkbox"/> Illinois Electronic Benefit Transfer (“EBT”) Link Card	No	No
<input type="checkbox"/> Illinois Person with a Disability Identification Card, issued by the Illinois Secretary of State	Yes, if included	Yes
<input type="checkbox"/> Union photo identification card that identifies the Applicant as a member of a union that represents employees working in the U.S., issued by such union (must include photo)	Yes	No
<input type="checkbox"/> Employee identification card that identifies the Applicant as an employee, consultant, or board member, issued by an organization located in the U.S., including clergy identification cards issued by a religious organization (must include organization name and address)	Yes	No
<input type="checkbox"/> DD Forms 214/215, issued by the U.S. Department of Defense, indicating the Applicant’s condition of discharge from U.S. military service	No	Yes
<input type="checkbox"/> NA Form 13038, issued by the U.S. National Personnel Records Center, indicating the Applicant’s condition of discharge from U.S. military service	No	Yes
<input type="checkbox"/> NGB Forms 22/22A, issued by the U.S. Department of Defense, indicating the Applicant’s condition of discharge from U.S. military service	No	Yes
<input type="checkbox"/> Signed letter from the Illinois Department of Veterans Affairs, the Cook County Department of Veterans Affairs, or the City of Chicago Office of Veterans Affairs confirming the Applicant’s military status (must be original copy, on official letterhead)	No	No
<input type="checkbox"/> Certificate of marriage, domestic partnership, civil union, divorce, or dissolution of marriage, domestic partnership, or civil union	No	Yes, if included
<input type="checkbox"/> Transit Pass, or card, issued by the Chicago Transit Authority (must include photo)	Yes	No

Each of the following documents are worth one **(1)** point to satisfy the **Proof of Identity** requirement.

Document	Meets Photo Req	Meets DOB Req
<input type="checkbox"/> Voter registration card, state-issued	Yes, if included	No
<input type="checkbox"/> Foreign voter registration card, issued by a country other than the U.S.	No	No
<input type="checkbox"/> Selective Service Registration Card, issued by the U.S. Selective Service System	No	Yes
<input type="checkbox"/> U.S. Individual Taxpayer Identification (“ITIN”) Card (IRS Form 9844), issued by the U.S. Internal Revenue Service (must include the Applicant’s signature, ITIN number, and name)	No	No
<input type="checkbox"/> Criminal record check (Automated Fingerprint Identification System) (must include photo)	Yes	Yes, if included
<input type="checkbox"/> Cook County Department of Corrections Identification Card	Yes, if included	Yes, if included
<input type="checkbox"/> Illinois Department of Corrections Identification Card Verification Form (issued prior to the 30-day period immediately prior to the submission of the Application)	Yes	Yes
<input type="checkbox"/> Parole or Mandatory Supervised Release Agreement	Yes, if included	Yes, if included
<input type="checkbox"/> Illinois Department of Juvenile Justice Conditions of Aftercare Release	Yes, if included	Yes, if included
<input type="checkbox"/> Illinois adoption record of the Applicant or the Applicant’s child	Yes, if included	Yes, if included

PROOF OF RESIDENCY

In addition to proving your identity, you must prove your residency in the City of Chicago. Unless otherwise noted, **Proof of Residency documents must be dated within the 30-day period, unless otherwise indicated below**, immediately prior to the submission of the CityKey Application.

Proof of Residency

To satisfy the proof of Chicago residency requirement, you must present at least one of the following

- Unexpired Illinois Driver’s License or Learner’s Permit
- Unexpired Illinois Identification Card
- Unexpired U.S. Department of State Driver’s License or Non-Driver Identification Card
- Unexpired Illinois Temporary Visitor’s Driver’s License
- Unexpired Consular Identification Card (CID), must include full address
- Utility (i.e., gas, electric, garbage, water, internet, cable, landline telephone services) bill
- Current Illinois vehicle title or registration
- Local property tax statement or mortgage payment receipt, dated within the 12-month period immediately prior to the submission of the Application
- Bank Account statement (including checking, savings, certificate of deposit, and investment accounts)
- Proof of the Applicant’s (if a minor) or the Applicant’s minor child’s current enrollment in an educational institution located within the City of Chicago (e.g., Chicago Public Schools’ “School Enrollment” Form, letter on school’s letterhead, report card, etc.), dated within the current school year
- Proof of the Applicant’s (if a minor) or the Applicant’s minor child’s current enrollment in a program administered by the Chicago Department of Family & Support Services (DFSS) or Illinois Department of Human Services (IDHS), including Head Start, Early Head Start, and a licensed Child Care, dated within the current school year
- Letter or record addressed to the Applicant at an address within the City of Chicago from a school, college, or university located in Illinois that the Applicant or the Applicant’s child attends, dated within the current school year
- Unexpired photo identification issued by a college, university, or technical college, if accompanied by a tuition/fee receipt addressed to a residence located within the City of Chicago

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- Employment record, including paystub, paycheck, or earnings statement issued with the name and address of the employer
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- IRS Forms W-2, W-4, 1099-MISC, 1095-A, 1095-B, or 1095-C, provided such form is submitted on or before April 15 of the year following the tax year indicated on the form
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- Letter or document issued by the U.S. Internal Revenue Service, the Illinois Department of Revenue, or the City of Chicago Department of Finance - Tax Division, addressed to the Applicant regarding the Applicant's personal tax status, dated within the 12-month period immediately prior to the submission of the Application
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- Jury summons or court order
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- Insurance bill
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- Current lease or sublease that includes term/length, rent amount, terms regarding utilities, and lessor/sublessor contact information
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- Current lease or sublease (that includes term/length, rent amount, terms regarding utilities, and lessor/sublessor contract information), lease addendum, rent notice, or other document issued by the Chicago Housing Authority listing the Applicant as lessee and/or authorized tenant of a residential unit under the Housing Choice Voucher ("HCV") Program, dated within the 12-month period immediately prior to the submission of the Application
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- Signed letter on official letterhead from a landlord under the HCV Program or the Chicago Housing Authority indicating that the Applicant either is listed on a lease pursuant to the HCV Program, or is otherwise authorized to reside at the address indicated on the lease, dated within the 12-month period immediately prior to the submission of the Application
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- United States Postal Service change of address confirmation dated within the 60-day period immediately prior to the submission of the Application
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- Verification of release document from the United States Department of Health and Human Services - Office of Refugee Resettlement, that includes photo, date of birth, name, and address of the Applicant's sponsor, dated within the 12-month period immediately prior to the submission of the Application
-
- Written verification on official letterhead issued by a public government agency, hospital, health clinic, social services agency (including domestic violence shelter), homeless shelter, or religious institution located within the City of Chicago confirming at least 15 days of residency by the Applicant within the 30-day period immediately prior to the submission of the Application, and including the direct phone number of the organization/agency for verification (sample "Care of Letter" can be found in the CityKey website: www.chicityclerk.com/chicagocitykey)
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- Letter of record on official letterhead signed by an executive-level employee from a religious organization, social services agency (including domestic violence shelter), or homeless shelter located within the City of Chicago confirming services provided to the Applicant within the 30-day period immediately prior to the submission of the Application, and including the direct phone number of the organization/agency for verification (sample "Care of Letter" can be found in the CityKey website: www.chicityclerk.com/chicagocitykey)
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- Unemployment and/or disability checks issued by the State of Illinois
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- Letter verifying the Applicant's acceptance and participation in the City of Chicago's One Summer Chicago ("OSC") program, issued by the City of Chicago or the Applicant's employer through OSC, dated within the 12-month period immediately prior to the submission of the Application
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- Letter of record on official letterhead signed by the Applicant's appointed guardian through the Illinois Department of Children and Family Services ("DCFS"), confirming that the Applicant is in the care of the DCFS and has resided within the City of Chicago for at least 15 days within the 30-day period immediately prior to the submission of the Application
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- Order of Supervision (Form I-220B) issued by the U.S. Citizenship and Immigration Services, dated within the last 12-month period immediately prior to the submission of the Application
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- Verification of Release Form issued by the U.S. Department of Health and Human Services-Office of Refugee Resettlement, that includes the Applicant's photograph, date of birth, name, and the address of the Applicant's sponsor, dated within the 12-month period immediately prior to the submission of the Application