

## REVIEW OF DENIAL FORM

CityKey

**To qualify for a Chicago CityKey, the Applicant must meet the following requirements:**

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

The following 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, or
  - b. the Applicant is between the ages of 14 and 21, lacks a photograph identification, and is accompanied by an eligible caretaker;
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 proving that the Applicant is a resident of Chicago.

If your application was denied and you would like a designee of the City Clerk to review your denial, please bring this form with you, along with the application and documents you presented, to City Hall on \_\_\_\_\_ between 9:00 a.m. - 5:00 p.m.

 **Location:**

**City Hall**

Office of the City Clerk, Room 107  
121 N. LaSalle St.  
Chicago, IL 60602

You can find more information about the Chicago CityKey Program, including the Administrative Rules, in the Chicago CityKey website: [www.chicityclerk.com/ChicagoCityKey](http://www.chicityclerk.com/ChicagoCityKey).

If you have any additional questions, please e-mail  [CityKey@cityofchicago.org](mailto:CityKey@cityofchicago.org).

### For Official Use Only

OCC Staff Name: \_\_\_\_\_

**Reason:**

- Did not meet point requirement
- Unable to authenticate documents
- Name on documents did not match
- Other: \_\_\_\_\_