



POP-UP ENROLLMENT SITE APPLICATION

CityKey

The Office of the City Clerk designed the CityKey Program to be accessible to all Chicago residents. Our goal is to provide CityKey cards to residents in their own communities through mobile pop-up locations across Chicago. We welcome community organizations and other partners that would like to host a Chicago CityKey Mobile Station to fill out the information below.

Unless otherwise specified, the Office of the City Clerk will share your event on the CityKey website, social media, and encourage other city residents to also attend and apply for a CityKey.

Date Application Submitted:	
Name of Organization/ Business Hosting Mobile Station:	
Contact Name:	
Contact Email:	
Contact Phone:	
Contact Address:	

Date and Time CityKey Requested: _____

Alternative Date Requested: _____

Location Address (if different than contact): _____

Set-Up Description (separate room, waiting room, basement, etc.): _____

ADA Accessible (explain): _____

Open to the General Public?: YES NO

Is WiFi Available? YES NO

*If so, would you be able to share the public IP address? YES NO

Name of Event (if applicable): _____

Type of Event (i.e. festival/fair, conference, etc.): _____

Estimated Number of CityKey Applicants: _____

Translation Services Needed (specify languages): _____

Number of Tables Available for CityKey: _____

Number of Chairs Available for CityKey: _____

Number of Power Outlets Available for CityKey: _____

Submit this application to: CityKey@cityofchicago.org.

A team member from the Office of the City Clerk will respond to your request within 5 business days.

Disclaimer:

The submission of a CityKey Pop-Up Enrollment Site Host Application does not guarantee that your organization will host a Mobile Station event. The City Clerk has the sole discretion to approve or deny an application for any reason.