

## DOCUMENT GUIDE FOR TEENS AND YOUNG ADULTS

CityKey

If you are between the ages of 14 to 21 and do not have a documentation that contains your photograph and/or do not have documentation to prove residency you may still qualify for a CityKey.

To qualify for a Chicago CityKey, but you lack documentation that contains your photograph, you must meet the following requirements:

1. The Applicant must be between that ages of 14 and 21 and accompanied by an eligible caretaker;<sup>1</sup>
2. At least 2 points of documents establishing the Applicant's identity (at least one of the documents submitted must contain the Applicant's date of birth);
3. At least 3 points of documents proving the eligible caretaker's identity (at least one of the documents submitted must contain the caretaker's photograph); and
4. One document establishing the Applicant as a resident of Chicago.

To qualify for a Chicago CityKey, but you lack documentation to prove residency under your name, you must meet the following requirements:

1. The Applicant must be between the ages of 14 and 21 and accompanied by an eligible caretaker;<sup>1</sup>
2. The eligible caretaker can verify the Applicant's residency, if the eligible caretaker meets the proof of residency requirements; and
3. The eligible caretaker provides an attestation<sup>2</sup> that the Applicant resides with the caretaker by submitting the Chicago CityKey Caregiver Attestation Form.

### Who is an eligible caretaker?

An eligible caretaker is a birth parent, adoptive parent, legal guardian, legal custodian, foster parent, Illinois Department of Children and Family Services (DCFS) official, or caseworker from a DCFS foster care program/agency.

### What documents does an eligible caretaker need to submit to prove the relationship with the Applicant?

The following documents can be used to prove relationship between an eligible caretaker and Applicant age 14 or 21:

- Applicant's birth certificate listing the caretaker as a parent;
- Adoption decree or certificate of adoption listing the caretaker as an adoptive parent;
- Letter from DCFS or DCFS foster care program/agency including the caretaker's name and title;
- Court Order of Paternity or an Administrative Paternity Order entered by Illinois Department of Health and Family Services (DHFS), listing the caretaker's name;
- Court order or decree establishing legal guardianship or custodianship;
- Applicant's birth certificate and stepparent's marriage or civil union certificate; or
- Letter from the Social Security Administration establishing the individual caretaker as the Applicant's Representative Payee dated within one year.

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

<sup>1</sup> An eligible caretaker must provide documentation of proof of the relationship between the caretaker and the applicant. <sup>2</sup> The eligible caretaker must complete a Chicago CityKey Caregiver Attestation Form.