CAN I USE EZBUY TO PAY FOR A CHICAGO CITY STICKER?

FLOWCHART





OFFICE OF THE CITY CLERK
ANNA M. VALENCIA
CITY OF CHICAGO

ARE YOU A NEW CHICAGO RESIDENT PURCHASING YOUR CITY STICKER FOR THE FIRST TIME?

YES

Are you within 30 days of establishing residency in Chicago?

NO

*After 30 days, you may be subject to late fees and/or back charges.

YES

CREATE RECORD

You need to have a record created on EzBuy for your vehicle before you can purchase a City Sticker.

1. Go to EzBuy by visiting chi.gov/OCCEForm
2. You will need to submit the following:
   - Valid State Vehicle Registration card that includes Vehicle Identification Number (VIN) and license plate information
     - In-state and out-of-state registrations and temporary state vehicle registration cards are accepted
   - Valid Government-issued photo ID
   - Established Residency
   - Current lease, closing document for mortgage, or USPS Change-of-Address confirmation

A complete list can be found on chi.gov/OCCEForm

View Sample Documents

*Please note that **submitting your request within the 30-day grace period will not result in waiving of the late fee and back charges.** For faster service, we recommend visiting an Office of the City Clerk location.

ARE YOU A NEW OR CURRENT CHICAGO RESIDENT AND YOU PURCHASED A VEHICLE THAT IS NEW TO YOU?

YES

Are you within 30 days of acquiring a new vehicle?

NO

*After 30 days, you may be subject to late fees and/or back charges.

YES

CREATE RECORD

You need to have a record created on EzBuy for your vehicle before you can purchase a City Sticker.

1. Go to EzBuy by visting chi.gov/OCCEForm
2. You will need to submit the following:
   - Valid State Vehicle Registration card that includes Vehicle Identification Number (VIN) and license plate information
     - In-state and out-of-state registrations and temporary state vehicle registration cards are accepted
   - Valid Government-issued photo ID
   - Bill of Sale, Car Title or Tax documents displaying the purchase date or the date the vehicle was brought into Illinois
   - Proof of Address
   - Current lease, mortgage document, utility bill or USPS Change-of-Address confirmation

A complete list can be found on chi.gov/OCCEForm

View Sample Documents

*Please note that **submitting your request within the 30-day grace period will not result in waiving of the late fee and back charges.** For faster service, we recommend visiting an Office of the City Clerk location.

YES

The City Clerk's Office will review the information you submitted.

***We will respond to your request as soon as we are able; however, responses may be delayed due to a high volume of inquiries.**

RECORD CREATED

If your information is complete, the City Clerk's Office will provide you a reference number that can be used to purchase your City Sticker in person or online at ezbuy.chicityclerk.com

PENDING

If your documentation is incomplete, missing or out of date, the Office of the City Clerk will send an email if additional information is required. If you still have any questions, please stop by an Office of the City Clerk location or call us at 312-742-5375.

PLEASE NOTE: You must purchase a City Sticker within 30 days of acquiring a new vehicle and/or establishing residency in Chicago to avoid late fees and back charges.

ARE YOU A CURRENT CHICAGO RESIDENT WITH A CITY STICKER AND NEED TO RENEW?

YES

Is it at least 15 days before the expiring month of your City Sticker?

YES

You can renew online using EzBuy by visiting ezbuy.chicityclerk.com. You will need the following documents:

- Reference Number listed on the courtesy City Sticker Renewal Notice

OR

- Vehicle License Plate Number – the last 6 digits of your Vehicle Identification Number (VIN)
- Payment type: All major credit cards are accepted or ACH
- Email address

IS YOUR CITY STICKER EXPIRED? DID YOU MISS THE 30-DAY GRACE PERIOD?

YES

A $60.00 late fee, $30.00 for senior-discounted stickers, will be applied to all City Stickers purchased after the end of their 30-day grace period.

Visit EzBuy at ezbuy.chicityclerk.com. You will need the following:

- Reference Number listed on the courtesy City Sticker Renewal Notice

OR

- Vehicle License Plate Number AND the last 6 digits of your Vehicle Identification Number (VIN)
- Payment type: All major credit cards are accepted or ACH
- Email address

*If you're having issues accessing your EzBuy account, you may need to create a new record. Please call us at 312-742-5375 or stop by an Office of the City Clerk location.

PLEASE NOTE: Please note that City Sticker renewal notices are sent to residents as a courtesy by the Office of the City Clerk. If residents did not receive a letter in the mail, they are still REQUIRED to renew their City Sticker each year.

MY CITY STICKER WAS STOLEN OR LOST; CAN I USE EZBUY TO REPLACE IT?

NO

You cannot use EzBuy to replace a City Sticker. You will need to visit an Office of the City Clerk location.

For more information, visit our City Sticker FAQ and review our Lost, Damaged or Stolen Stickers section or visit bit.ly/ChiCitySticker26

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For more information on City Stickers or if you have questions, call us at **312-74C-LERK (312-742-5375)**, visit **www.ChiCityClerk.com** or go to an Office of the City Clerk location.