



**ANNA M. VALENCIA
CITY CLERK**

CITY OF CHICAGO ID
ADMINISTRATIVE RULES
Effective: March 27, 2019

Preface

BY AUTHORITY VESTED IN THE CITY CLERK PURSUANT TO THE CHICAGO MUNICIPAL CODE CHAPTER 2-176, WHICH IS HEREBY INCORPORATED BY REFERENCE, THE FOLLOWING RULES AND REGULATIONS ARE ADOPTED HEREIN.

By Order of the Clerk:

Signed: Andrea M. Valencia Date: 3/27/19
Andrea M. Valencia

Section 1: Definitions

“Applicant” means the person who applies for a City of Chicago ID.

“Application” means the application to obtain a City of Chicago ID, which shall be developed by the Clerk in a form consistent with the Code and these rules.

“Authentic” means an original Proof of Identity or Proof of Chicago Residency document as issued by the issuing agency, which is not photocopied, mutilated, altered, or modified in any way; provided, that certified copies of official documents are acceptable.

“Bank Account Statement” means an account statement regularly issued by a financial institution insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration to its account holders at the account holders’ residential address located within the City of Chicago.

“Clerk” means the City Clerk of the City of Chicago, or a designee.

“City of Chicago ID” means the identification card created in Chapter 2-176 of the Code and issued by the City of Chicago pursuant to these rules, which sets forth an expiration date and information concerning an Applicant, including the Applicant’s name, photograph, date of birth, and, at the Applicant’s option, the Applicant’s self-designated gender, allergies, medical conditions, address, the name of an emergency contact, and/or the Veteran Designation (if eligible).

“Code” means the Municipal Code of Chicago.

“Disability” means (i) a determinable physical or mental characteristic which may result from disease, injury, congenital condition of birth or functional disorder including, but not limited to, a determinable physical characteristic which necessitates a person's use of a guide, hearing or support dog; or (ii) the history of such a characteristic; or (iii) the perception of such a characteristic by the person complained against.

“Foreign Language Documents” means Proof of Identity documents that are in a language other than English.

“Insurance Bill” means a bill or invoice, addressed to the Applicant, for insurance premiums due for homeowner’s, renter’s, health, life, or automobile insurance.

“Jury Summons or Court Order” means a summons or court order, issued by a State or federal court, addressed to the Applicant, and ordering the Applicant to personally appear before such court.

“Proof of Identity” means the process outlined in Section 2 of these rules.

“Proof of Chicago Residency” means the process outlined in Section 3 of these rules.

“State” means any of the 50 states of the United States, the District of Columbia, and any Territories of the United States.

“Territories” means American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, Puerto Rico, and the U.S. Virgin Islands.

“Veteran Designation” means a designation on a City of Chicago ID that the Applicant is a former or current member of the U.S. military, which designation is available to Applicants that satisfy the Veteran Designation requirements set forth in Section 2(b)(4) below.

Section 2: Proof of Identity

- (a) *General.* Every Applicant must meet the Proof of Identity requirements set forth in the Code and these rules in order to qualify for a City of Chicago ID. At minimum, each Applicant must present Authentic evidence of his or her legal name and date of birth, and if the Applicant is 14 years or older, a current photograph. This evidence shall be subject to electronic and visual inspection and verification.
- (b) *Documents.* To prove identity, an Applicant must: (i) provide one (1) or more of the documents listed below that total at least three (3) points in the aggregate; (ii) for Applicants 14 years or older, provide at least one (1) of the documents listed below that contains a current photograph; and (iii) provide at least one (1) of the documents listed below that sets forth the Applicant's date of birth.

- (1) Each of the following documents is worth three (3) points toward establishing the identity of an Applicant:

Document	Point Value	Acceptable as Photo ID?	Acceptable as Proof of Date of Birth?
U.S. passport or U.S. passport card	3	Yes	Yes
Foreign passport, issued by a country other than the U.S. (machine readable)	3	Yes	Yes

State driver's license or learner's permit photo Identification card	3	Yes	Yes
State identification card	3	Yes	Yes
Global Entry Card issued by the U.S. Customs and Border Protection	3	Yes	Yes
Illinois Temporary Visitor's Driver's License	3	Yes	Yes
Illinois Firearms Owners' Identification Card	3	Yes	Yes
U.S. Permanent Residency Card ("green card") or Alien Registration Receipt Card (Form I-551)	3	Yes	Yes
U.S. Certificate of Citizenship (Forms N-560 or N-561)	3	Yes	Yes
U.S. Certificate of Naturalization (Forms N-550, N-570, or N-568)	3	Yes	Yes
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	3	Yes	Yes
Common Access Card, issued by the Department of Defense to active duty, retiree, or reservist military personnel	3	Yes	Yes
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	3	Yes	Yes
Current Employment Authorization Document ("EAD") or U.S. work permit, issued by the U.S. Citizenship and Immigration Services	3	Yes	Yes
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)	3	Yes	Yes
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)	3	Yes	Yes
U.S. Department of State Driver's License or Non-Driver Identification Card (must include photo, date of birth, and expiration date)	3	Yes	Yes
Current City of Chicago ID, if the Applicant was at least 14 years when he or she applied for and received such City of Chicago ID	3	Yes	Yes

- (2) Each of the following documents is worth two (2) points toward establishing the identity of an Applicant:

Document	Point Value	Acceptable as Photo ID?	Acceptable as Proof of Date of Birth?
Consular identification card ("CID")	2	Yes	Yes
VISA, issued by the U.S. State Department (must include photo)	2	Yes	Yes
Foreign passport, issued by a country other than the U.S. (non-machine readable)	2	Yes	Yes
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)	2	Yes	Yes
Expired U.S. passport (expired no more than 3 years prior to the date the Applicant submits his or her Application)	2	Yes	Yes
Veterans identification card, issued by the U.S. Department of Veterans Affairs (must include photo and member ID number)	2	Yes	No
Veterans health identification card, issued by the U.S. Department of Veterans Affairs (must include photo and member ID number)	2	Yes	No
Federal, state, or local government employee identification card (must include photo)	2	Yes	No
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)	2	No	Yes
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)	2	Yes	Yes
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)	2	Yes	Yes, if included
Social Security Card, issued by the U.S. Social Security Administration	2	No	No
U.S. individual taxpayer identification number ("ITIN") authorization and assignment letter, issued by the U.S. Internal Revenue Service	2	No	No
Form I-94 Arrival/Departure Record, issued by the U.S. Department of Homeland Security (must include photo, date of birth, and fingerprint)	2	Yes	Yes

State temporary driver's license or learner's permit	2	No	Yes
RTA Reduced Fare or Free Fare Permit, issued by the Regional Transportation Authority	2	Yes	No
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)	2	No	No
School Enrollment Form for the Applicant, issued by the Chicago Public Schools	2	No	Yes
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	2	Yes	Yes, if included
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.	2	Yes	Yes, if included
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	2	No	Yes
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	2	No	No
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)	2	Yes	No
Temporary Identification Card for Released Offenders, issued by the Illinois Department of Corrections	2	Yes	Yes
Illinois Department of Corrections Identification Card Verification Form (issued within the 30-day period immediately prior to the submission of the Application)	2	Yes	Yes
Cook County Department of Corrections' Cook County Offender Management System software application	2	Yes, if included	Yes
State of Illinois Prisoner Review Board Order	2	Yes, if included	Yes, if included
Released Offender Identification Card (must include photo)	2	Yes	Yes

- (3) Each of the following documents is worth one (1) point toward establishing the identity of an Applicant:

Document	Point Value	Acceptable as Photo ID?	Acceptable as Proof of Date of Birth?
Expired Consular identification card ("CID") (expired no more than 3 years prior to the date the Applicant submits their Application)	1	Yes	Yes
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 his or her Application)	1	Yes	Yes
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)	1	No	Yes
If the Applicant is 14 years or older, foreign birth certificate, issued by a current or former sovereign nation other than the U.S.	1	No	Yes
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)	1	Yes	Yes
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)	1	Yes	Yes, if included
Military photo identification card issued by a foreign country other than the U.S. to active duty, retiree, or reservist military personnel	1	Yes	Yes, if included
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	1	No	Yes, if included
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.	1	No	Yes, if included
Ventra U-Pass, issued by the Chicago Transit Authority	1	Yes	No
Student Ventra Card, issued by the Chicago Transit Authority (must include student name and photo)	1	Yes	No

Chicago Department of Family & Support Services Participation Card	1	Yes	No
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	1	Yes, if included	Yes, if included
Official Illinois Department of Human Services identification letter	1	No	No
Identification card; license; or other official federal, state, or county document, dated within the 12-month period immediately prior to the submission of the Application, related to Medicare or Medicaid	1	No	No
Illinois Department of Human Services eligibility determination or re-determination letter (for example SNAP, CCAP, WIC, or the like) dated within the 12-month period immediately prior to the submission of the Application	1	No	No
Illinois Person with a Disability Identification Card, issued by the Illinois Secretary of State	1	Yes, if included	Yes
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)	1	Yes	No
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)	1	Yes	No
DD Forms 214/215, issued by the U.S. Department of Defense, indicating the Applicant's condition of discharge from U.S. military service	1	No	Yes
NA Form 13038, issued by the U.S. National Personnel Records Center, indicating the Applicant's condition of discharge from U.S. military service	1	No	Yes
NGB Forms 22/22A, issued by the U.S. Department of Defense, indicating the Applicant's condition of discharge from U.S. military service	1	No	Yes
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)	1	No	No
Certificate of marriage, domestic partnership, civil union, divorce, or dissolution of marriage, domestic partnership, or civil union	1	No	Yes, if included

Transit Card or Pass, issued by the Chicago Transit Authority (must include photo)	1	Yes	No
Voter registration card, state-issued	1	Yes, if included	No
Foreign voter registration card, issued by a country other than the U.S.	1	No	No
Selective Service Registration Card, issued by the U.S. Selective Service System	1	No	Yes
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)	1	No	No
Criminal record check (Automated Fingerprint Identification System) (must include photo)	1	Yes	Yes, if included
Cook County Department of Corrections Identification Card	1	Yes, if included	Yes, if included
Illinois Department of Corrections Identification Card Verification Form (issued prior to the 30-day period immediately prior to the submission of the Application)	1	Yes	Yes
Parole or Mandatory Supervised Release Agreement	1	Yes, if included	Yes, if included
Illinois Department of Juvenile Justice Conditions of Aftercare Release	1	Yes, if included	Yes, if included
Illinois adoption record of the Applicant or the Applicant’s child	1	Yes, if included	Yes, if included

- (4) In addition to the above documents, each of the following documents is worth the point values set forth below toward establishing the identity of an Applicant, and make an Applicant eligible to receive the Veteran Designation on his or her City of Chicago ID:

Document	Point Value	Acceptable as Photo ID?	Acceptable as Proof of Date of Birth?
Common Access Card, issued by the Department of Defense to active duty, retiree, or reservist military personnel	3	Yes	Yes

Uniformed Services ID Card, issued by the Department of Defense to active duty, retiree, or reservist military personnel	3	Yes	Yes
Illinois driver's license with a "VETERAN" designation	3	Yes	Yes
Illinois identification card with a "VETERAN" designation	3	Yes	Yes
Current City of Chicago ID that contains the Veteran Designation	3	Yes	Yes
Veterans identification card, issued by the U.S. Department of Veterans Affairs (must include photo and member ID number)	2	Yes	No
Veterans health identification card, issued by the U.S. Department of Veterans Affairs (must include photo and member ID number)	2	Yes	No
Military Service Pass, issued by the Chicago Transit Authority (must include photo)	1	Yes	No
DD Form 214/215, issued by the U.S. Department of Defense, indicating the Applicant's condition of discharge from U.S. military service	1	No	Yes
NA Form 13038, issued by the U.S. National Personnel Record Center, indicating the Applicant's condition of discharge from U.S. military service	1	No	Yes
NGB Forms 22/22A, issued by the U.S. Department of Defense, indicating the Applicant's condition of discharge from U.S. military service	1	No	Yes
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)	1	No	No

- (5) In addition to the above documents, each of the following documents is worth the point values set forth below toward establishing the identity of an Applicant that is under the age of 14:

Document	Point Value	Acceptable as Photo ID?	Acceptable as Proof of Date of Birth?
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)	3	N/A	Yes
Foreign birth certificate, issued by a current or former sovereign nation other than the U.S.	3	N/A	Yes
School Enrollment Form for the Applicant, issued by the Chicago Public Schools	3	N/A	Yes
Baptismal records from a religious organization on the organization's official letterhead, bearing the original signature of an executive-level employee of the organization	1	N/A	No
Official medical record displaying the Applicant's date of birth	1	N/A	Yes

- (c) *Foreign Language Documents.* If the Clerk is unable to determine whether a Foreign Language Document qualifies as an acceptable Proof of Identity document without an English translation, the Applicant shall be responsible for providing a certified English translation of such Foreign Language Document. Whenever possible, Foreign Language Documents should be translated into English by either a translator certified by the American Translators Association or a court-certified interpreter. The original and/or certified copy of the Foreign Language Document and the original translation document should be presented together.
- (d) *Legal Name.* The name appearing on the City of Chicago ID shall match the legal name on the Applicant's Proof of Identity document(s), unless one of the following exceptions applies:
- (1) if the Applicant presents a legible and unaltered original or certified copy of a Court Order or decree (with a government seal, stamp, or other official imprint) issued by a State court showing his or her former legal name (matching the name displayed in the Proof of Identity document(s)) and his or her new court-ordered legal name, then the Applicant may use his or her current legal name on the City of Chicago ID; or
 - (2) if the Applicant currently uses a name that is different from the name that appears on his or her Proof of Identity document(s), then the Applicant may elect to have his or her name appear on their City of Chicago ID in one of the following forms, in lieu of the Applicant's full legal name: (i) the first initial of the Applicant's name and the Applicant's full legal last name (e.g., "John James Smith would be listed as "J. Smith"); or (ii) the first and middle initial of the Applicant's name and the Applicant's full legal last name (e.g., "John James Smith" would be listed as "J. J. Smith").

(e) *Document Expiration.* Unless otherwise noted, all Proof of Identity documents must be current (i.e., unexpired). If a Proof of Identity document does not contain an expiration date, it will be accepted as Proof of Identity for the lesser of: (i) the period for which the document is valid, as specified by the issuing country or agency; and (ii) ten (10) years from the date of issuance.

(f) *Gender Identity/Expression.* Gender identity or expression cannot be the basis for rejecting a Proof of Identity document.

(g) *Applicants Age 14 to 21 Without Photo Identification.*

(1) An Applicant age 14 to 21 who lacks photo identification may apply if accompanied by an eligible caretaker who can demonstrate proof of a relationship to the Applicant. An eligible caretaker is a birth parent, adoptive parent, legal guardian, legal custodian, foster parent, Illinois Department of Children and Family Services (“DCFS”) official, caseworker from a DCFS foster care program/agency, a case manager from a facility licensed by DCFS as a Youth Transitional Housing Program (YTHP), or a homeless youth caretaker from a facility licensed by DCFS as a Youth Emergency Shelter (YES). The Applicant must provide documents proving identity that total at least two (2) points in the aggregate and the eligible caretaker must provide documents proving their own identity, including photo identification, that total at least three (3) points in the aggregate.

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

- (A) Applicant’s birth certificate listing the caretaker as a parent;
- (B) Adoption decree or certificate of adoption listing the caretaker as an adoptive parent;
- (C) Letter from DCFS or DCFS foster care program/agency including the caretaker’s name and title dated within one (1) year;
- (D) Court Order of Paternity or an Administrative Paternity Order entered by Illinois Department of Health and Family Services (“DHFS”), listing the caretaker’s name;
- (E) Court order or decree establishing legal guardianship or custodianship;
- (F) Applicant’s birth certificate and stepparent’s marriage or civil union certificate;
- (G) Letter from the Social Security Administration establishing the individual caretaker as the applicant’s Representative Payee dated within one (1) year; and
- (H) Letter from a YTHP or YES facility that indicates that the case manager or homeless youth caretaker accompanying the Applicant is both a valid representative of the facility and authorized to serve as the applicant’s case manager or caretaker dated within thirty (30) days.

(h) *Applicants Over Age 21 With A Disability or Applicants 65 Years or Older Without Photo Identification.*

(1) An Applicant over the age of 21 with a disability or an Applicant 65 years or older who lacks photo identification may apply if accompanied by an eligible caretaker who can demonstrate proof of a relationship to the Applicant. The Applicant must provide documents proving identity that total at least (2) points in the aggregate and the eligible caretaker must provide documents proving their own identity, including photo identification, that total at least three (3) points in the aggregate. An eligible caretaker is the following:

- (A) A Social Security Representative Individual Payee;

- (B) A Social Security Representative Organization Payee;
 - (C) An authorized case worker or attendant from a residential facility operated by the State of Illinois or the City of Chicago, or a licensed housing provider of the State or City;
 - (D) An authorized case worker or attendant from a State of Illinois or City of Chicago agency that provides services to the Applicant, or a designated service provider of the State of Illinois or City of Chicago; or
 - (E) A court-ordered legal guardian, custodian, or conservator.
- (2) The following documents can be used to prove relationship between an eligible caretaker and an Applicant over the age of 21 with a disability or an Applicant 65 years or older:
- (A) Letter from the Social Security Administration establishing the individual Caretaker as the Applicant's Representative Payee, dated within 1 year;
 - (B) Letter from the Social Security Administration establishing an organization as the Applicant's Representative Payee, dated within 1 year;
 - (C) Letter from a residential facility where the Applicant resides, dated within 30 days;
 - (D) Letter from an agency or organization that provides services to the Applicant, dated within 30 days; or
 - (E) Court order appointing the Caretaker as the Applicant's legal guardian, custodian, or conservator.

Section 3: Proof of Chicago Residency

- (a) *General.* Every Applicant must meet the Proof of Chicago Residency requirements as set forth in the Code and these rules in order to qualify for a City of Chicago ID. Each Proof of Chicago Residency document must be Authentic and list a residential address located within the City of Chicago. This evidence is subject to electronic and visual inspection and verification.
- (b) *Documents.* To prove residency, an Applicant must submit one (1) of the following documents, which, unless otherwise noted, must be current or dated within the 30-day period immediately prior to the Applicant's submission of the Application:
- (1) unexpired Illinois driver's license or learner's permit;
 - (2) unexpired Illinois identification card;
 - (3) unexpired U.S. Department of State Driver's License or Non-Driver Identification Card;
 - (4) unexpired Illinois Temporary Visitor's Driver's License;
 - (5) unexpired City of Chicago ID;
 - (6) unexpired Consular identification card, must include full address;
 - (7) utility (i.e., gas, electric, garbage, water, internet, cable, landline telephone services) bill;
 - (8) current Illinois vehicle title or registration;
 - (9) local property tax statement or mortgage payment receipt, dated within the 12-month period immediately prior to the submission of the Application;

- (10) Bank Account statement (including checking, savings, certificate of deposit, and investment accounts);
- (11) 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;
- (12) 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, including Head Start, Early Head Start, and a licensed Child Care, dated within the current school year;
- (13) 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;
- (14) 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;
- (15) employment record, including paystub, paycheck, or earnings statement issued with the name and address of the employer;
- (16) 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;
- (17) 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;
- (18) Jury Summons or Court Order;
- (19) Insurance bill;
- (20) current lease or sublease that includes term/length, rent amount, terms regarding utilities, and lessor/sublessor contact information;
- (21) 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;
- (22) 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;
- (23) United States Postal Service change of address confirmation dated within the 60-day period immediately prior to the submission of the Application;

- (24) verification of release document from the United States Department of Health and Human Service - 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;
 - (25) 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;
 - (26) 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;
 - (27) written verification on official letterhead signed by an executive-level employee from the Cook County Sheriff's Office, Illinois Department of Corrections, or Illinois Department of Juvenile Justice verifying the Applicant's residency prior to or upon release, dated within 45-days immediately prior to the submission of the Application;
 - (28) unemployment and/or disability checks issued by the State of Illinois;
 - (29) 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;
 - (30) 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;
 - (31) 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; or
 - (32) 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.
- (c) *Name on Documents.* Proof of Chicago Residency documents must appear in the Applicant's name (as presented in his or her Proof of Identity Document(s)), except that: (i) a parent or legal guardian submitting an Application on behalf of a minor Applicant may verify such minor's residency (if the parent or legal guardian meets all Proof of Chicago Residency criteria), in accordance with Section 3(e) below; (ii) an eligible caretaker, as defined by Section 2(g) above, accompanying an Applicant age 14 to 21 may verify such Applicant's residency (if the eligible caretaker meets all Proof of Chicago Residency criteria) and submit the Caretaker Residency Attestation form; (iii) an eligible caretaker, as defined by Section 2(h) above, accompanying an Applicant over age 21 with a disability or an Applicant 65 years or older, may verify such Applicant's residency (if the eligible caretaker

meets all Proof of Chicago Residency criteria) and submit the Caretaker Residency Attestation 21+ And Senior Citizen form; (iv) an Applicant may use Proof of Chicago Residency documents in his or her spouse's or domestic partner's name if the Applicant submits a certified marriage or domestic partnership certificate issued by a State; or (v) an Applicant may use Proof of Chicago Residency documents that appear in the Applicant's former legal name if the Applicant presents an original or certified, legible, and unaltered copy of a Court Order or decree (with a government seal, stamp, or other official imprint) issued by a State court showing that his or her former legal name was changed and matches the name displayed in the Proof of Chicago Residency document(s).

- (d) *Unacceptable Documents.* Documents that do not meet the Proof of Chicago Residency requirements and will not be accepted as Proof of Chicago Residency include: (i) documents addressed to post office (P.O.) boxes; (ii) cellular, mobile, or wireless phone bills and/or long-distance communications bills; (iii) hospital appointment reminders, letters, or postcards; (iv) insurance cancellation, renewal, or acceptance letters/notices, or insurance applications; (v) child support letters or bills; (vi) business licenses or permits; (vii) business tax registration certificates; (viii) wired money transfer receipts; (ix) deposit slips and ATM receipts; and (x) personal letters from a bank and customer profile printouts (which are not considered Bank Account Statements).
- (e) *Proof of Chicago Residency of Minors.* A minor Applicant's parent or legal guardian who submits an Application on behalf of the Applicant may verify that the minor Applicant resides in the City of Chicago, provided that the following requirements are met:

- (1) the minor Applicant resides with the parent or legal guardian;
- (2) the parent or legal guardian meets the Proof of Chicago Residency criteria set forth herein;
- (3) the parent or legal guardian certifies under penalty of perjury on the minor's Application that:
(i) he or she is the parent or legal guardian of the Applicant; and (ii) both the Applicant and the parent or legal guardian meet the residency requirements; and
- (4) the parent or legal guardian submits one (1) of the following documents with the minor's Application to prove that the person submitting the Application on behalf of the minor Applicant is the minor Applicant's parent or legal guardian: (i) the minor Applicant's birth certificate that lists the person submitting the Application as a parent; (ii) an adoption decree for the minor Applicant that lists the person submitting the Application as parent or legal guardian; (iii) a Court Order or decree establishing the person submitting the Application as the legal guardian or parent of the minor Applicant; or (iv) a signed letter of record on official letterhead signed by an executive-level official at the Illinois Department of Children and Family Services establishing that the person submitting the Application is either the parent or legal guardian of the Applicant.

Section 4: Expiration, Renewal and Replacement

- (a) *Expiration.* Each City of Chicago ID expires upon the earlier of: (i) for cardholders between the ages of 14 years and 64 years, five (5) years from issuance of the City of Chicago ID; (ii) for cardholders under the age of 14, two (2) years from the issuance of the City of Chicago ID; and (iii) the cardholder no longer is a City of Chicago resident. For the avoidance of doubt, qualifying Applicants that submit an Application while 65 years or older will receive a non-expiring City of Chicago ID.
- (b) *Renewal.* Applicants renewing their City of Chicago IDs must meet both the Proof of Identity and Proof of Chicago Residency requirements set forth in Sections 2 and 3 of these rules; provided that an Applicant seeking to renew a City of Chicago ID that was at least 14 years when

he or she applied for and received such City of Chicago ID may satisfy the Proof of Identity requirements by surrendering his or her current City of Chicago ID at the time of renewal.

- (c) *Lost or Stolen City of Chicago IDs.* Cardholders are responsible for the safekeeping of their City of Chicago ID. Lost or stolen City of Chicago IDs must be reported to the Clerk within 10 days of the cardholder becoming aware of the loss/theft.
- (d) *Replacement.* Applicants must meet all stated Proof of Identity and Proof of Chicago Residency requirements at the time of applying for a new City of Chicago ID to replace an existing, lost, or stolen City of Chicago ID, or to make a change of City of Chicago address; provided that an Applicant seeking to replace a City of Chicago ID that was at least 14 years when he or she applied for and received such City of Chicago ID may satisfy the Proof of Identity requirements by surrendering his or her current City of Chicago ID at the time of replacement.
- (e) *Cancellation.* A cardholder must surrender his or her City of Chicago ID to the Clerk no later than 10 days after he or she moves out of the City of Chicago or otherwise ceases to reside in the City of Chicago. A surrendering cardholder will not receive any refund or credit.

Section 5: Fees

- (a) *Fees.* Subject to Section 5(b) below, the Clerk shall charge the Application fees set forth below, including Applications for replacement City of Chicago IDs, to be collected at the time of an Application. Such fees shall be sufficient to cover the cost of administering the City of Chicago Municipal ID program, including the issuance of a new or replacement City of Chicago ID.

Applicant Age	Application Fee
0 - 17 years old	\$5.00
18 - 64 years old	\$10.00
65+ years old	No Cost

- (b) *Fee Waivers.* Applicants shall be eligible to receive a full fee waiver of the applicable Application fee if they present proof of low income or present proof that they are “Youth in Care” of Illinois Department of Children and Family Services at the time of submitting their Application. Examples of proof of low income include documents establishing the Applicant’s or, if the Applicant is a minor child, the Applicant’s parent’s or legal guardian’s, current enrollment in one or more of the following programs: the Supplemental Nutritional Assistance Program (food stamps); the Low-Income Home Energy Assistance Program (“LIHEAP”); the Chicago Housing Authority Housing Choice Voucher (“HCV”) Program (Section 8), the Illinois Rental Housing Support Program, or other public housing program; the Emergency Housing Assistance Program (“EHAP”); the CareLink program administered by Cook County Health & Hospitals System; the Medicaid and All Kids programs provided through the Illinois Department of Health Care and Family Services; City of Chicago’s One Summer Chicago program; the Department of Human Services’ cash assistance program; and programs for free or reduced school lunches. In addition, the following Applicants will automatically receive a fee waiver: (i) Applicants that provide written verification of Proof of Chicago Residency at a homeless shelter, domestic violence shelter, or social services agency that provides services to homeless individuals and/or domestic violence victims; (ii) Applicants that prove eligibility to receive the Veteran Designation on his or her City of Chicago ID; and (iii) Applicants that satisfy the Proof of Identity requirement by submitting at least one (1) document issued by the Illinois Department of Corrections, the Illinois Department of Juvenile Justice, or the Cook County Department of Corrections. Examples of proof of “Youth in Care” may include documentation from the Illinois

Department of Children and Family Services, Illinois State Board of Education, Chicago Public Schools, or the Circuit Court.

- (c) *Fee Waiver Donations.* Applicants may donate an additional \$5.00 or \$10.00, in addition to paying the applicable fee for his or her Application, by indicating such donation on their Application. Fees received through Applicants' donations shall be used to partially offset the cost of the fee waivers set forth in Section 5(b) above.

Section 6: Review of Denial

An Applicant who has been denied a City of Chicago ID may seek review of the denial determination by submitting a review request, on a form and in a format established by the Clerk, to the Clerk within 30 days of the denial. The Clerk shall review and may respond in writing to all review requests within 30 days of receipt. The Clerk shall have the power to reverse or uphold the determination under review, and such decision shall be considered a final administrative decision. If the Clerk does not issue a response to the review request within 30 days of receipt of such review request, then the determination under review shall become the final decision on the Application.

Section 7: Penalties

Any Applicant who knowingly makes a false statement of material fact in connection with the Application for or the use of a City of Chicago ID may be liable to the City of Chicago for a civil penalty of at least \$500.00 pursuant to Section 1-21-010 of the Code. Additionally, any such actions will result in denial of an Application or automatic forfeiture of the City of Chicago ID, as applicable. Individuals that produce or use an inauthentic replica of the City of Chicago ID, provide or use falsified documentation in connection with an Application for a City of Chicago ID (including documentation other than an Applicant's in connection with an Application), or otherwise violate this Section 7, may be reported to the Cook County's State's Attorney, the United States Attorney for the Northern District of Illinois, or other applicable authorities, and prosecuted to the fullest extent permissible under local, State, and federal law.

Section 8: Business Application to Offer Discounts or Benefits to City of Chicago ID Cardholders

Any business or cultural institution may submit an application to the City Clerk to offer discounts or any other type of benefit to City of Chicago ID cardholders. The City Clerk reserves the right to deny the application of any business or cultural institution that (1) promotes anything that is contrary to the City of Chicago's missions, initiatives, or policies; (2) promotes the violation of any federal, state, or municipal law, (3) encourages unsafe practices; or (4) that would diminish the integrity, character, or brand of the City of Chicago.