



IDENTIFICATION REQUIREMENTS

(Pursuant to the Illinois Department of Public Health Requirements)

- A photocopy of a NON-EXPIRED, GOVERNMENT ISSUED PHOTO IDENTIFICATION such as a Driver's License, Passport, FOID card, Active-Duty Military ID, Veteran's Administration Issued Photo Medical Card, or a Federally issued Tribal ID card. ALL identification MUST have a photo, identifying information such as name, date of birth and an issue and expiration date. If any information is contained on both sides of the ID, ensure a copy of both sides is made.
- If your ID has expired and has an extension sticker, ensure a copy of the sticker is also made.
- If your ID has expired LESS THAN 6 MONTHS, please include one additional document showing your name and current address created within the last 6 months. Examples include legal mail such as a bill or financial statement sent to your current legal address.
- If your ID has expired MORE THAN 6 MONTHS or you DO NOT HAVE VALID ID, you will be required to submit TWO forms of documentation with your name and current legal address listed. Documentation in lieu of an ID must be dated within the last 6 months.
- First Item – You must provide one or more of the following: Medical Card, Auto Insurance Card, Voter's Registration Card, Paycheck Stub with Imprinted FULL information, Bank, Financial, or a Credit Card Statement.
- Second Item - You must provide a piece of current mail you have received showing your full name and current legal mailing address. Examples include current utility bill, phone bill or bill for services you have received. You may submit multiple pieces of mail however ensure they are from different Agencies or businesses.
- If you are currently incarcerated in a State or Federal facility, you will need to submit a dated copy of your prison intake or offender summary sheet containing your photo, name, date of birth and facility information.
- If you have been RELEASED from prison WITHIN THE LAST 6 MONTHS, you may provide a copy of your release papers along with a copy of your prison photo ID. Please note that the release papers MUST show an address that you have been released to that matches the address you are using with this office.
- If you are a State, Federal Agency or a Hospital, you may submit a copy of your work photo ID badge. The badge MUST have a photo, name, name of the Agency and an issue and expiration date along with any supportive paperwork required for the request. If your work ID does not meet the requirements, a copy of your government issued photo ID, Driver's License or Passport must also be included.

SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE