



**All requests require a legible copy of the applicant's valid Driver's License or State ID. If not provided, illegible or expired the request will NOT be processed.**

A valid government issued photo identification (ID) includes a **driver's license**, a **state issued photo ID**, or a **passport**. If your driver's license has an extension sticker on the back, submit a copy of both sides of the driver's license. If expiration is no more than 6 months old, **1 additional document showing your name and your current address will be needed (no spam mail)**.

If the expiration date is more than 6 months old or you do not have a valid photo ID, you will need **2** pieces of documentation **with your name**, **1** of which **must show your current address**, to prove your identity.

ONE piece of documentation can be a bill (for example: electricity, cellular phone, water) or other mail (**no spam mail**) showing your name and current address. The OTHER piece of documentation must be one of the following items:

- Medical/car insurance card
- Car registration paperwork
- Credit card statement
- Bank statement
- Paycheck stub with imprinted information
- Public assistance card
- Voter's registration card
- Active-duty military ID with issued and expiration dates
- EBT Link Card (Illinois Electronic Benefit Transfer)

**NOTE: Social Security Cards are not acceptable.**

A Matricula Consular card issued after October 2006, and not currently expired is acceptable on its own. However, if issued prior to October 2006, you will need to submit 1 additional documentation showing current address as noted above. If you do not have any of the items listed above, you will need to submit a copy of a current bill (for example: electricity, cellular phone, water) showing your name and your current address. If you are currently incarcerated, you can submit a dated copy of your prison intake/offender summary sheet containing your photo. If you have been released from prison within the last 6 months, a copy of the release papers along with the prison photo ID is acceptable.

Mail requests: Attn: City Clerk  
City of Rochelle  
P.O. Box 601  
Rochelle, IL 61068-0601

Any questions, call the City Clerk at 815-561-2030 or email [rhueramo@rochelleil.us](mailto:rhueramo@rochelleil.us)