



# Application for Library Card

**Applicant:** Name as You Would Like It to Appear on Your Library Card

First Name _____/_____/_____	Middle Initial _____	Last Name _____	
Birth Date ____/____/____			
Home Address _____	City _____	State _____	ZIP Code _____

## Parent / Guarantor

First Name _____	Middle Initial _____	Last Name _____
(If different from applicant) Home Address _____		
City _____	State _____	ZIP Code _____

## Notification Preference (check one)

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Accepted local area codes are 217, 224, 309, 312, 331, 464, 618, 630, 708, 773, 779, 815, 847 and 872.

**eReceipts (Would you like to receive your receipts electronically via email?)** \_\_\_Yes \_\_\_No

## Pickup Authorization

Are you interested in allowing a family member or friend to have access to pickup your holds? Ask staff how the accounts can be associated for easy pickup.

## Signature

Your signature below means you agree to comply with all library policies and regulations, accepting responsibility for all items borrowed and fines incurred on the library card.

**Applicant Signature or Parent/Guarantor Signature** \_\_\_\_\_

## FOR LIBRARY USE ONLY

AD: \_\_\_ TEEN (14-17): \_\_\_ CHILD: \_\_\_

\_\_\_\_\_  
New Library Card Number

\_\_\_\_\_  
New: \_\_\_ Replacement: \_\_\_ NC: \_\_\_

\_\_\_\_\_  
Former Barcode (For Replacements)

\_\_\_\_\_  
Creator Initials

\_\_\_\_\_  
Reciprocal Library Card Number & Exp. Date

\_\_\_\_\_  
Name on ID (If Different From Name Above)\*

Checked For:  
 OverDrive  Printing Balance \$ \_\_\_\_\_

Homeroom: \_\_\_\_\_

**\*Note:** If different from the name on your library card, the name on your ID will also be recorded for identification purposes but will not be used for library communications.

# GET A LIBRARY CARD

## Chicago Residents

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An adult must complete and sign a library card application.

- Chicago Public Library requires one piece of valid identification with photo, current name and address or a combination of two pieces of identification, one with name and address and one with name and photo.
- Accepted forms of ID include:
  - Any Illinois state-issued identification with name, address and photo
  - Personal check
  - Current telephone, gas, electric or cable bill
  - Mail with a current postmark (within 30 days)
  - Voter registration card.
  - Post office box numbers are not accepted.

**High school students:** Patrons 14 and older may show a current, valid student ID with name and photo and one piece of identification with the student's current address.

**A child 13 or younger** must present a completed and signed application that includes the signature of a parent or guarantor. One piece of identification with the child's current address must be presented.



## Reciprocal Borrowers

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Illinois residents who are reciprocal library users must present a current, valid library card from their local reciprocal library and one piece of ID with name and address. After verification from the home library, CPL will issue a Chicago Public Library card.

Rights and responsibilities are not transferrable.  
Unauthorized use of another person's library card  
number is expressly forbidden and will be subject to  
prosecution.

## REPLACE YOUR LIBRARY CARD

- If your library card, key fob or CityKey ID is lost, please report it to any CPL location immediately.
- You are responsible for all materials borrowed and any outstanding balance charged against your library card until its loss is reported to CPL.
- If your library card is lost, you must pay a \$1 replacement fee, fill out a new application and present current, valid ID to get a new card. Upon presentation of a worn or damaged library card, we will replace the card at no cost.

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