

## Documenting Illinois Residency for the Illinois Veteran Grant (IVG) Program

A qualified applicant must have either resided in Illinois or must have been enrolled at an Illinois public university or community college, at the time of entering federal active duty service or within 6 months prior to entering the service. Additionally, a qualified applicant must establish Illinois residency within 6 months after leaving federal active duty service or, if married to a person in continued military service, establish Illinois residency within 6 months of the spouse's separation from the service (if the spouse was stationed outside Illinois).

Proof of Illinois residency is required if the veteran's home of record on the DD Form 214 Member-4 or equivalent DOD documentation prior to entry is other than Illinois, or if the veteran's mailing address upon separation is other than Illinois. Examples of documents acceptable as proof of Illinois residency are listed below. These documents must have been issued/dated (as applicable) within the relevant six months prior to the date of entry into service and/or within six months after the date of separation (or spouse's separation if applicable). Acceptable documents cannot be handwritten and must include your name, applicable dates and your Illinois address. More than one document may be required to prove residency.

- Illinois Driver's License;
- Illinois Identification Card;
- Wage and tax statements (IRS Form W-2);
- State of Illinois tax return or federal tax transcript;
- Illinois Department of Employment Security Statement of Benefits;
- Utility or rent bills (in the applicant's name);
- Illinois high school or college transcript\*;
- Illinois voter's registration card;
- IRS Form 1099 – Miscellaneous Income Statements;
- Letter of employment printed on company letterhead that reflects your Illinois address while employed, your dates of employment, and is verified by certification in accordance with Illinois law (see 735 ILCS 5/1-109)\*\*;
- Statement of benefits history from the Illinois Department of Healthcare and Family Services;
- Illinois auto registration card;
- Residential lease in the applicant's name;
- Statement of benefits from the Social Security Administration, and/or;
- Property tax bill.

\* Students who attended Chicago public high schools: contact the Former Student Records Department at 773.553.2340. Transcripts may also be requested online at [cps.edu/studentrecords](http://cps.edu/studentrecords).

Students who attended Illinois public high schools outside of Chicago: contact the high school attended (Illinois high schools are required to maintain records for 60 years). If the high school has closed, contact the Regional Board of Education where the school was located.

\*\* As provided in 735 ILCS 5/1-109, the letter must contain the following wording:

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he verily believes the same to be true.

Below are contacts for obtaining some of the Illinois residency documentation items. **A fee may be required.**

**Illinois Department of Revenue (IDOR):** Information may be available dating back to 1969. To request IDOR records, you must complete a Request for Copy of Tax Return (Form IL 4506) available at [tax.illinois.gov](http://tax.illinois.gov).

**Illinois Secretary of State:** Records may be available dating back to 1975.

**In Person** – Visit your nearest Secretary of State facility and complete a Driving Record Abstract Request Form. Your record will be processed while you wait.

**By Mail** – The *Driving Record Abstract Request Form* can be printed from the CyberDriveIllinois Web site ([cyberdriveillinois.com](http://cyberdriveillinois.com)) and mailed to the address on the form. Please allow 10 business days for a response.

**Social Security Administration (SSA):** To request a detailed statement of your Social Security earnings history from the Social Security Administration (SSA), complete the *Request for Social Security Earnings Information* (Form SSA-7050-F4) available on the SSA Web site ([socialsecurity.gov/online/ssa-7050.pdf](http://socialsecurity.gov/online/ssa-7050.pdf)).

**Internal Revenue Service (IRS):** To request a transcript of a Tax Return, you may complete a *Short Form Request for Individual Tax Return Transcript* (Form 4506T-EZ) or, for an exact copy of a Tax Return, complete a *Request for Copy of Tax Return* (Form 4506). These forms are available online at [irs.gov](http://irs.gov) or you may call 800.829.3676.