



Municipal ID Card Application

Proof of Identity and Residency Requirements

In order to establish ***identity***, an applicant shall be required to attain **4 points of identification** by producing at least **one of the following documents from LIST ONE (4 points), current or expired not more than 5 years prior to the date of the Beacon ID Card application OR one document from LIST TWO (3 points) along with one document from LIST THREE (1 point).**

In order to establish ***residency***, an applicant shall be required to produce **at least one** of the following items which must show the applicant's name and residential address located within the city and must be dated **no more than sixty days prior** to the date such document is presented, unless otherwise indicated below. Check the box next to each submitted form of documentation.

PROOF OF IDENTITY

List One (4 point documents):

- U.S. or foreign passport
- U.S. state driver's license
- U.S. state identification card
- U.S. permanent resident card
- A consular identification card
- A photo identification card with name, address, date of birth, and expiration date issued by another country to its citizens or nationals as an alternative to a passport for re-entry to the issuing country
- A national identification card with photo, name, address, date of birth, and expiration date
- A foreign driver's license
- U.S. or foreign military identification card
- A current visa issued by a government agency

List Two (3-point documents):

- U.S. Permanent Resident (Green Card)
- U.S. Citizenship and Naturalization Certificate
- U.S. Federal Government or Tribal-issued photo ID
- State Veterans ID with photo.

List Three (1-point document):

- Social Security Card
- EBT Card
- High School or College Diploma
- ITIN (Individual Taxpayer Identification Number) card or authorization letter (must be accompanied by an ID with a photograph)
- Voter Registration Card

PROOF OF RESIDENCY: (check one)

- A utility bill
- A current residential property lease
- A local property tax statement dated within one year of the date it is submitted
- A local real property mortgage payment receipt
- A bank account statement
- Proof that the applicant has a minor child currently enrolled in a school located within the city
- An employment pay stub
- A jury summons or court order issued by a federal or state court
- A federal or state income tax or refund statement dated within one year of the date it is submitted
- An insurance bill (homeowner, renter, health, life, or automobile insurance)
- Written verification issued by a homeless shelter located within municipality that confirms at least fifteen days residency
- Written verification issued by a hospital, health clinic or social services agency located within the City confirming at least fifteen days residency

The City Clerk's Office has reviewed the applicable documentation submitted by the applicant. The City Clerk's Office shall not retain original or copies of documents provided by an applicant to prove identity or residence when applying for a Beacon ID Card; nor will the Office retain any listing of such documents.



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Application Type: (check one)

- New Applicant - Adult: \$10
- New Applicant - Child (14-17): \$5
- New Applicant - Senior (62+): \$5
- Renewal - All ages: \$5
- Replacement fee: \$5

Applicant Information:

Name: _____
Last, First, Middle

Date of Birth: _____ / _____ / _____
Month Day Year

Street Address: _____

Mailing Address: _____
(if different from above)

Date of Application: _____ / _____ / _____
Month Day Year

Applicant Signature: _____

FOR OFFICE USE ONLY

Document Number: _____ Clerk: _____

Date Issued: _____

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