

OBTAINING A RESIDENT CARD

- 1- If you rent, we need to see a copy of your lease, or a notarized letter from the landlord that states the address and the names of the people living there.
- 2- If you own the home, we need to see your purchase in sales agreement, or a “field card” from the assessors office that lists the owners of the home.
- 3- There is no fee for the resident card (**for school purposes only**).
- 4- There is a **\$10.00 fee** for the birth certificate (if needed), **made payable in cash or money order only**.
- 5- We do not accept personal checks, debit or credit cards in our office-**you will need to bring cash or money order**.
- 6- We will give you a form to list all residents in the household, and their dates of birth-we input this list into the computer and process the resident card from there.
- 7- Please provide photo identification with this form.

Any other questions, you can call the office at (508) 634-2307.