

Code LR

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5/18/09

Policy Name **Registration**

All applicants for a Fayetteville Public Library card will provide the following information:

1. Full legal name
2. Parents' or legal guardians' names if applicant is under age 18 or a dependent
3. Mailing address
4. Permanent address if different from mailing address
5. Home and work telephone numbers
6. Email address
7. Driver's license number or other government photo ID
 - a. If government photo ID is not provided, two alternate forms of photo ID are required.
8. Social security number (optional)
9. Date of birth
10. Signature
11. For children under age 18 or dependents, the signature and address (if different) of parent or legal guardian. Legal documentation of emancipation is required for people under age 18 to receive a card without a parent or legal guardian signature.
12. Verification
 - a. Photo ID
 - b. Address verification
 - i. If address verification is a mailing or bill, item must be dated within the past 30 days.

In addition to the above, the following will be required for applicants who are non-residents of Fayetteville, Washington County, the City of Rogers or the City of Bentonville, but who qualify for a no-cost Fayetteville Public Library card.

1. Current property tax bill (for non-residents who own property in Fayetteville)
2. Current pay stub from a Fayetteville-based employer (for non-residents who work in Fayetteville)
3. Current student ID, report card or letter of enrollment (for non-residents who attend school in Fayetteville)
4. Permanent address of students enrolled in Fayetteville schools (e.g. University students).
5. IRS letter of determination for; *or* a business card with a printed personal name from; *or* verification of status on letterhead signed by an administrator of a non-profit (501c3) organization located in Washington, Benton, Madison or Carroll County.

Library cards must be renewed annually. Address verification may be required.