



## Town of Surfside ID Card Program

### New Surfside ID Cards and/or Renewal of Surfside ID Cards

**Property Owners ID cards will be valid for the duration of the fiscal year (October 1st through September 30th). Property Owners ID cards have to be renewed annually, at the conclusion of the fiscal year.**

### Process:

1. If the resident is the **owner** of the property, he/she must bring in his/her Government Issued Photo Identification (i.e. drivers license, passport) and one of the following documents: (Residents that are renewing must also provide his/her Surfside ID)
  - Current Utility Bill (i.e. electric, home phone, cable)
  - Current Bank Statement
  - Current Credit Card Statement
  - If the owner of the property has multiple owners, proper documents must be presented indicating ownership of multiple owners. **\*Membership Subject to supervisory approval\***
2. If the resident is a **renter**, he/she must bring in his/her Government Issued Photo Identification (i.e. drivers license, passport) and a copy of the lease including the dates of rental and people authorized to reside at the property, and one of the following documents:(Residents renewing must also provide their Surfside ID)
  - Current Utility Bill (i.e. electric, home phone, cable)
  - Current Bank Statement
  - Current Credit Card Statement
3. If the resident is a renter without a valid lease, the owner must fill out the Short-Term Renters Temporary Community Center Access Form and have it **notarized**; which must include the dates of rental and people authorized to reside at the listed property.
  - The renters must provide the **notarized** Short-Term Renters Temporary Community Center Access form, and Government Issued Photo Identification (i.e. drivers license, passport)

**\*All documents must match the Surfside address\***

**Renters ID cards will be valid for the duration of the fiscal year (October 1st through September 30th) or at the conclusion of the lease.**

**Renters ID cards have to be renewed annually, at the conclusion of the lease or fiscal year dependent on which date occurs first.**

**\*Access to the Facility may be denied upon three notifications and failure to renew your Resident ID card.**

**Resident ID Cards are limited to one family per address (Owners or Renters). Adult family members and siblings is not defined as a family eligible for ID cards.**

**There is a \$5.00 charge for lost, stolen or replacement cards.**

**ID Cards are issued to children 1 years and older.**

**All children in the system will have photos taken and may need periodic updating. Parental Proof may be required for ages 17 and under.**

**(\*Residents with current resident ID card may bring up to five (5) guests per household per day. The cost will be \$5.00 per guest).**

**(\*Note residents must accompany their guests while they are in the facility).**

**For more information, please contact the Community Center at (305) 866-3635 or Visit [www.townofsurfsidefl.gov](http://www.townofsurfsidefl.gov)**