



HOW TO OBTAIN A LIBRARY CARD

ADULT:

The following identification is required: All proofs of ID must show Name, Middlesex Borough Residency Address and a Valid Date.

1. **One PICTURE form of ID is required with patron name** (preferably also with a Middlesex Borough address).
 - ✓ **Example:** Valid/Current Driver's license, Driver's Permit, Non-driver ID, etc. **Note:** New address stickers for change of addresses are no longer being issued by the Division of Motor Vehicles. Customers will now be sent an electronic confirmation letter of the change of address and this e-mail will be required as proof.
2. **Don't have a PICTURE ID with patron name and Middlesex Address?**
 - ✓ Along with the **PICTURE ID** that does NOT show a valid Middlesex address, one of the following acceptable proofs are necessary to accompany **PICTURE ID** and MUST include applicant's name:
 - Middlesex Borough Tax Bill
 - Lease/Rental Agreement
 - Utility Bill (dated within last 3 months)
 - Motor Vehicle ID or Non-driver ID
 - Official letter/notice from Government agency on federal or state letterhead

IDENTIFICATION VERIFICATION WILL BE AT THE DISCRETION OF THE DIRECTOR

MINOR (Ages 6 to 17):

1. Parent must already have a valid library card in good standing or must obtain an adult library card at that time.
2. The Minor must be present along with the Parent at the time of Minor card application.
3. Parent needs to sign permission form for computer usage under library supervision.
Note: Legal Guardian is permitted to complete Minor library card application. The Library reserves the right to request proof of legal guardianship documentation or Power of Attorney for the Minor.

NON-RESIDENT ADULT (who works or owns a businesss or property in Middlesex Borough):

One picture form of ID is required. **Example:** Valid/Current Driver's License or Driver's Permit, Non-driver ID, etc., plus one of the following:

- ✓ Payroll check that includes full applicant name, company name and Middlesex address (business owner or work in Middlesex Borough)
- ✓ Lease agreement with applicant name, company name and Middlesex address (business owner)
- ✓ If property ownership, then form of ID and property tax bill