



NON-RESIDENT LIBRARY CARD APPLICATION

FOR ADULTS LIVING OUTSIDE CONCORD OR PENACOOK

-TO APPLY FOR A NEW LIBRARY CARD, PLEASE COMPLETE THIS APPLICATION AND PRESENT IT TO A LIBRARY STAFF MEMBER, ALONG WITH A PHOTO ID AND PROOF OF NEW HAMPSHIRE ADDRESS.

-SEE BACK OF THIS FORM FOR EXAMPLES OF ACCEPTABLE IDENTIFICATION & ADDRESS DOCUMENTS.

-THERE IS A FEE ASSOCIATED WITH NON-RESIDENT CARDS, WITH CERTAIN EXCEPTIONS. SEE BACK OF THIS FORM FOR DETAILS.

1. LEGAL NAME (MUST MATCH PHOTO ID):

FIRST MIDDLE (OPTIONAL) LAST

2. PREFERRED NAME (IF DIFFERENT FROM LEGAL NAME):

3. ADDRESS (MUST VERIFY—SEE BACK OF FORM FOR ADDITIONAL INFO):

STREET CITY/STATE ZIP CODE

4. PHONE NUMBER (INCLUDE AREA CODE):

5. EMAIL ADDRESS:

BY PROVIDING YOUR EMAIL ADDRESS, YOU AGREE TO RECEIVE EMAILED OVERDUE NOTICES, HOLD PICK-UP NOTICES, AND COURTESY REMINDER NOTICES 2 DAYS BEFORE YOUR ITEMS ARE DUE.

5. WOULD YOU LIKE TO RECEIVE CPL'S MONTHLY E-NEWSLETTER? _____ YES _____ NO

6. WOULD YOU LIKE TO RECEIVE WEEKLY WOWBRARY EMAILS ABOUT CPL'S NEWEST BOOKS, MOVIES, AND MORE?

_____ YES _____ NO

7. PLEASE SELECT A 4-DIGIT PIN (USED TO ACCESS YOUR CPL ACCOUNT ONLINE): _____

8. NAME(S) OF PEOPLE AUTHORIZED TO PICK UP YOUR HOLDS:

THE PEOPLE NAMED ABOVE MAY CHECK OUT MATERIALS USING YOUR LIBRARY CARD OR THEIR OWN PHOTO ID

FEE SCHEDULE

- Non-resident card, 12 months.....\$100
- Senior citizen non-resident card (ages 65+), 12 months.....\$75
- Non-resident card, 6 months.....\$55
- Senior citizen non-resident card (ages 65+).....\$40
- Non-resident City of Concord employee.....FREE (CPL staff will verify employment. Card expires annually on August 31.)
- Non-resident owning property in Concord or Penacook-----FREE (CPL staff will verify property ownership in City Assessor’s database. Card expires every three years.)

TO OBTAIN A NON-RESIDENT LIBRARY CARD, APPLICANTS MUST PROVIDE PROOF OF IDENTITY AND PROOF OF RESIDENCE IN THE STATE OF NEW HAMPSHIRE. A valid driver’s license or non-driver’s identification card that is issued by the state of New Hampshire and includes the applicant’s current address is sufficient to serve as both ID and proof of residence.

-OR-

If the applicant does not have a valid New Hampshire license/non-driver identification card listing their current local address, they must present one form of photo identification **as well as** one form of address verification. **For address verification, an ELECTRONIC DOCUMENT (e.g. an email attachment) is OK.** Photo ID must be printed and include the applicant’s legal name and signature.

Acceptable forms of photo identification include:

- Passport (from U.S. or another country)
- Alien registration card (“green card”)
- Government-issued ID (e.g. military ID)
- University or school ID
- Driver’s license or non-driver identification card issued by a state other than New Hampshire

Acceptable forms of address verification include:

- Rental, lease, or mortgage agreement
- Utility bill
- Vehicle registration
- Rent or mortgage receipt including applicant’s name and address
- Property tax bill or receipt
- Checking or savings account statement
- Change of address form from US Postal Service
- Letter from a social services provider, temporary housing provider, or short-term residence, dated in the last 30 days and verifying applicant’s residency at the stated address, or
- Postcard sent from CPL to the address provided, then returned to the library

THIS SECTION: FOR STAFF USE ONLY

<input type="checkbox"/> NON-RESIDENT	ID VERIFIED WITH: _____	DATE _____
<input type="checkbox"/> NON-RES SENIOR	ADDRESS VERIFIED WITH: _____	STAFF INITIALS _____
<input type="checkbox"/> NON-RES CITY EMPL	CITY EMPLOYMENT VERIFIED: YES NO N/A	2450300 _____
<input type="checkbox"/> NON-RES OWNS PROP	PROPERTY OWNERSHIP VERIFIED: YES NO N/A	