

SHOP IT.



Borough of Highland Park Identification Card Application Instructions

OVERVIEW:

- Applicants must be at least 14 years old and a resident of the Borough of Highland Park.
- Applicants must show proof of identity and residency (see requirements below).
- Office hours for applications are Tuesdays from 3-5:30 PM and Thursdays from 8-11 AM.
- Identification Cards are valid for two years from time of issuance.
- Identification Cards are intended to assist in the identification of the valid cardholder for the purposes of obtaining services from the Borough of Highland Park and at the discretion of businesses within the Borough of Highland Park.

ID OFFICE HOURS

**BOROUGH HALL
221 S. FIFTH AVE**

Tuesday afternoons: 3 to 5:30 PM

Thursday mornings: 8 to 11 AM

HOW TO APPLY:

- Complete the Identification Card Application Form.
- Collect documentation for both proof of identity (4 points) and residency (2 points) from the categories listed below.
- Present application and documentation to the Borough Clerk in Borough Hall at 221 S. Fifth Avenue during ID program office hours: Tuesdays from 3-5:30 PM and Thursdays from 8-11 AM.
- Once application is approved, remit payment to Borough Clerk (\$15 adults; \$7 seniors, veterans, children). If payment is a hardship, you may request a waiver.

SIX POINT VERIFICATION SYSTEM WORKSHEET

Applicants must have at least four (4) points proving identity and two (2) points proving residency.

Applicants must provide at least one unique form of documentation for identity and for residency.

All documents must be originals. If expired, said expiration must be two years or less from the date of presentation.

PROOF OF IDENTITY (4 POINTS)

Four (4) Point Documents

- U.S. State Driver's License or Learner's Permit Photo ID
- U.S. State Identification Card

Three (3) Point Documents

- Consular ID Card with photograph
- VISA (current) or current U.S. Work Permit
- National Identification Card (must have photo, name, address, date of birth and expiration date)
- Birth Certificate (U.S.)
- U.S. Permanent resident (Green Card)
- U.S. Citizenship and Naturalization Certificate
- State Veterans ID with photo
- U.S. Military Identification Card
- U.S. or Foreign Passport

Two (2) Point Documents

- Proof of a minor enrolled in Highland Park public or private school
- Foreign Driver's License
- Foreign Military Identification Card with photo
- Birth Certificate (Foreign)
- N.J. Valid Auto Registration

One (1) Point Documents

- ITIN Card (must be accompanied by an ID with a photo)
- Social Security Card
- Electronic Benefit Transfer (EBT) Card
- High School or College Diploma
- Voter Registration Card

IDENTITY TOTAL POINTS = _____

PROOF OF RESIDENCY (2 POINTS)

Four (4) Point Documents

- New Jersey Driver's License or Learner's Permit Photo ID
- New Jersey Identification Card

Two (2) Point Documents

- Utility bill with name and address
- Cable bill
- Auto Insurance Card
- Residential lease

One (1) Point Documents

- Insurance bill
- Bank Statement
- Employment Pay Stub
- Local property tax statement
- Income Tax filing form (1 year)
- Original documents from any local, state or federal government agency

RESIDENCY

TOTAL POINTS = _____

TERMS AND CONDITIONS:

The cardholder is responsible for paying any replacement fee when an Identification Card is lost, stolen, confiscated, or intentionally damaged, or when any information is changed at cardholder's request.

Identification Cards are non-transferrable.

Altering or intentionally damaging the Identification Card, using another person's Identification Card, or allowing the cardholder's Identification Card to be used by another person may result in confiscation of the card and violation of N.J.S.A. 2C:28.7.

Borough of Highland Park Identification Card Application Form

APPLICATION TYPE (check one):

- Adult: \$15 Senior, Veteran, Child (14-17 years): \$7

APPLICANT INFORMATION:

First Name: _____

Middle Initial: _____ Last Name: _____

Address: _____

Date of Birth (MM/DD/YYYY): _____

Emergency Contact First Name: _____

Emergency Contact Phone Number: _____

Emergency contact information is optional and if provided will appear on the ID card.)

CERTIFICATION:

I affirm that I live in the Borough of Highland Park in Middlesex County, New Jersey; I am at least 14 years of age; and all documents submitted and statements made on this application are true to the best of my knowledge. I certify that by signing this application I agree to an inquiry conducted by the Borough of Highland Park, NJ to verify and confirm the information that I have submitted. I also acknowledge that submission of false documents to obtain a Borough of Highland Park Identification Card is a violation of N.J.S.A. 2C: 21-2.1 and making false documents to obtain a Borough of Highland Park Identification Card is a violation of N.J.S.A. 2C-21-4 and punishable by law.

Applicant Signature

Date

Guardian Signature (if applicable)



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