



CIRCLE C AQUATICS

PROOF OF RESIDENCY ACCEPTED DOCUMENTS

*Pool Tag Registration Forms cannot be processed without required POR for all household members.
All documents must be submitted digitally. No paper documents are accepted at any of the Aquatics Facilities.*

For Residents who own their home:

- At least one member of the household must be listed on the Sale of Home/Closing Documents.
 - A copy of the first page of the Closing Documents listing the name, address, and closing date must be submitted as the primary household member's Proof of Residency by attaching it to the Pool Tag Registration Form.
 - Proof of Residency for members listed on the Sale of Home/Closing documents expires when the home is sold.
- Any other members of the household who are not listed on the Sale of Home/Closing Documents must provide a Proof of Residency document listed below by attaching it to the Pool Tag Registration Form.
 - All Proof of Residency documents for adults expire five years after submission unless an expiration date is otherwise stated on the document. Once expired, a new POR document will be required.
 - All Proof of Residency documents for children expire when the child reaches 18 years of age. Once expired, a new POR document will be required that is acceptable for adults.

For Residents who rent their home:

- All members of the household must provide a Proof of Residency document listed below by attaching it to the Pool Tag Registration Form.
- At least one member of the household must be listed on the Amenities Release Form submitted by the homeowner.
- All Proof of Residency documents expire on the date listed by the homeowner on the Amenities Release Form. Once expired, a new Amenities Release Form with an updated expiration date is required.

Accepted Proof of Residency Documents for Additional Adults (ages 18 and over)

All documents for adults must contain the adult's name and the Circle C address.

- Sale of Home/Closing Documents for Homeowners, OR Lease Documents for Renters
- Government Issued ID (i.e. Driver's License)
- Utility Bill (electric, water, gas, satellite/cable TV or noncellular phone bill) dated within 60 days of submission
- Current Homeowner's insurance policy
- W-2 or 1099 tax form from the current or previous tax year
- Documents mailed from financial institutions (checking, savings, investment account and credit card statements) dated within 60 days of submission
- Documents mailed from a federal, state, county or city government agency dated within 60 days of submission
- Current documents issued by the U.S. military indicating the Circle C address

Accepted Proof of Residency Documents for Children (ages 17 and under)

- Any of the POR items listed above that list the child's name with the Circle C Address (Ex- a 16 year old's driver's license)
- A school, daycare, or medical record or statement showing the child residing at the Circle C address
- If none of the above documents that list the child's name with the Circle C Address are available:
 - A birth certificate, military dependent ID card, or other similar document listing at least one previously approved resident adult as the legal parent/guardian of the child.
 - A medical insurance card listing the child as a dependent of a previously approved resident adult.
 - The above documents verifying the child's Residency through guardianship do not need to list the Circle C Address.

Once a member's Proof of Residency has expired, their account is deactivated and they lose access to the facilities.

Once required documents are submitted and processed, the member's account is reactivated and they will regain access.

Any questions about Proof of Residency Documents can be directed to customerservice@ccswim.net.