

# 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.
- **Parents/guardians must show proof of relationship for any minor applying for an ID card.**
- Applicants must show proof of identity and residency (see requirements below).
- 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 LIBRARY**  
**31 NORTH FIFTH AVE**  
**Monday afternoons: 2 to 4:30 PM**  
**Monday evenings: 7 to 8:30 PM**  
**Thursday mornings: 10 AM to 1 PM**

## 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 Library at 31 South Fifth Avenue during ID program office hours. Once application is approved, remit payment in the amount of \$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
- Proof of a minor enrolled in Highland Park public or private school (Minor's ONLY)

##### 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

- 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
- Report Card from Local School District

**RESIDENCY**

**TOTAL POINTS = \_\_\_\_\_**

##### 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

#### 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.)

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**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)