



**City of Sunnyvale
Department of Library & Community Services
Community Services Division
INFORMATIONAL BULLETIN**



RESIDENT VERIFICATION

What Is Resident Verification?

The Department of Library and Community Services offers Sunnyvale residents discounted fees. Residency verification ensures that Sunnyvale residents receive these benefits.

Who May Qualify For Sunnyvale Benefits?

Any person who permanently resides in the City of Sunnyvale may qualify for the residency benefits. A minor, who cannot prove residency on his or her own, must be accompanied by a parent or guardian who has qualified as a Sunnyvale resident.

How Does A Person Qualify To Receive Benefits?

The City of Sunnyvale requires proof of residency in order to receive benefits. In order to receive discounted resident fees, proof of residency must be verified. One form of current California picture identification or utility bill with customer's name and Sunnyvale address is required in order to qualify for resident benefits. If your picture identification or utility bill does not have your current Sunnyvale address, then you will need to show two forms of identification with your current Sunnyvale address. The following is a list of acceptable forms of identification.

Show one form of these:	Or two forms of these:
• Driver's license	• Credit card bill
• Identification card	• Payroll stub
• Utility bill	• Pre-printed check
	• Rental agreement
	• Vehicle registration card

A resident is required to provide proof of Sunnyvale residency at the opening of a new account and any time there is an address change within Sunnyvale. If mail is returned from a Sunnyvale address, re-verification of residency may be requested. Additionally, proof of Sunnyvale residency may be required on a periodic basis as determined by a recreation manager.

Anyone mailing in a registration form will need to mail in proof of Sunnyvale residence. All registrations that are not complete will be held and a phone call or a letter will be sent to inform the customer that proof of residency was not received.

All phone-in callers and internet users must come in person or mail-in to the Community Center to show proof of residency before using the phone-in or internet option.

All Sunnyvale participants 18 and older must show proof of residency. Also, all adults (mother, father, aunt, uncle, etc.) living in the same household will have to show proof of residency in order to register as a resident. Minors must be registered by a parent/guardian who has shown proof of residency.

For more information, please call Community Center Customer Service at (408) 730-7350.