



## PARKS AND RECREATION RESIDENCY INSTRUCTIONS

It's time to establish/reestablish your residency status for the January-December 2017 calendar year for those residents wishing to utilize any of the Parks and Recreation services.

This includes registration for activities such as summer camps, youth and adult sports, recreational programs, resident seasonal park and tennis passes, boating & marinas, online purchase of single entry park passes, other ticket sales and the Golf Course membership and tee times.

There are three options available to you. **We highly recommend option 1 or 2 for quicker service.**

Applications are processed in order based on the date of receipt. New households should mail or e-mail their application and supporting documents where a new Parks and Recreation account will be established.

Current residents with a Parks and Recreation account may upload proofs online at: **[www.greenwichct.org/webtrac](http://www.greenwichct.org/webtrac)**

1. **Online.** Please upload two (2) proofs of residency for the primary addressee of the account and one (1) proof for each additional member of the household. Once proofs are uploaded, please allow up to five (5) business days to receive a return email from us either confirming residency has been approved or further instructions to correct problem.

Once proof of residency is approved, you may go into your household account to register for activities such as summer camps, youth and adult sports, recreational programs, resident seasonal park and tennis passes, boating & marinas, online purchase of single entry park passes, other ticket sales and the Golf Course membership and tee times.

2. **US Postal Mail.** Please mail all necessary forms/proofs as required and mail to: Dept. of Parks and Recreation, Attn: Residency, PO Box 2540, Greenwich, CT 06836-2540. Please include an email address so we can confirm residency status.
3. **In-Person.** Beginning May 22 through Sept 1, 2017, the Town Hall Lobby Park Pass Office will be open between the hours of 8:00am and 3:00pm for submittal of the residency form located on page 2. However, all other Parks and Recreation offices will accept this residency form **at the same time** that you register for another Parks and Recreation offering.

### Who needs to establish/reestablish residency?

- Primary Addressee (regardless of age) is required to provide two (2) Proofs of Residence each year, unless they are already holding an ACTIVE Senior Park Pass.
- All other Family Members 25 years (including those born in 1992), and older are required to provide one (1) Proof of Residence. Seniors born 1952 or before, who are applying for the first time should also provide proof of age
- Family Members under 25 years of age require a copy of birth certificate, passport, or proof of guardianship on file.

### What do you need to establish residency?

- \* Completed Residency Form 2017 from page 2.
- \* Proof of Residence from the list below. **Please note - ONLY those documents listed below will be accepted.** No other documents will be accepted in place of this list.
  - Utility Bill (gas, electric, water, oil)
  - Cable Bill, Telephone, or Internet Bill (**not cell phone**)
  - Residential Lease
  - Credit Card Bill
  - Bank Statement (**not mortgage**)
  - Driver's License/DMV CT State ID

# PARKS & RECREATION RESIDENCY FORM 2017



Please use this form to submit proofs of residency for any family members in household who will be using Parks and Recreation services during the 2017 calendar year. Please list the Primary Addressee first.

	LAST NAME	FIRST NAME	BIRTHDATE	SEX
<b>Primary Addressee</b>			/ /	
Household Member			/ /	
Household Member			/ /	
Household Member			/ /	
Household Member			/ /	
Household Member			/ /	
Household Member			/ /	
Household Member			/ /	

----- Please PRINT information below. -----

**I CERTIFY THAT ALL INFORMATION IN CONNECTION WITH THIS APPLICATION IS TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND ALL FEES ARE NON-REFUNDABLE.**

Street Address \_\_\_\_\_ Unit/Apt. \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Phone Work Phone Cell Phone

Resident E-mail \_\_\_\_\_

Resident Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_