



PARKS AND RECREATION RESIDENCY INSTRUCTIONS

Proof of Greenwich residence, with resident name and Greenwich address, valid for the calendar year January 1 through December 31, is required once annually, for all Parks and Recreation programs.

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

Starting January 1, 2018, current residents with a Parks and Recreation account may upload proofs online at: www.greenwichct.org/webtrac

Who needs to establish/reestablish residency?

- Primary Account Holder (regardless of age) is required to provide two (2) Proofs of Residence each year, unless they are a senior with ACTIVE Senior Park Pass.
- All other Family Members 25 years (including those born in 1993), and older are required to provide one (1) Proof of Residence. Seniors born 1953 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 2018 (on reverse side).
- * Proof of Residence from the list below. **Please note - ONLY current documents listed below will be accepted.** No other documents will be accepted.
 - 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


Applications are processed in order based on the date of receipt. New households should mail or e-mail, gnpnr@greenwichct.org, their application and supporting documents so a new Parks and Recreation account can be created.

1. **Online.** Please upload two (2) proofs of residency for the primary account holder 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 residency is approved, you may then go online to access our services.

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 21 through August 31, 2018, 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 reverse side of this form. 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.

PARKS & RECREATION RESIDENCY FORM 2018

	H/H #
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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 2018 calendar year. Please list the Primary Account Holder first.

	LAST NAME	FIRST NAME	BIRTHDATE	M/F
Primary Account Holder			/ /	
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 ____/____/____