

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.**
- Identification Cards are valid for two years from time of issuance.
- Cost of ID cards are \$15 for adults; \$7 for seniors, veterans, and children (ages 14-17).
Hardship waivers are available.
- 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 Highland Park businesses.

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; and present application, documentation, and payment to the **Highland Park Library (31 North Fifth Avenue)**. Appointments to issue IDs must be made by calling the library at 732-572-2750.

SIX POINT VERIFICATION SYSTEM

**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, expiration must be two (2) 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 (minors ONLY)

Three (3) Point Documents

- Consular ID Card with photograph
- Current VISA U.S. Work Permit National Identification Card (must have photo, name, address, date of birth, expiration date)
- U.S. Birth Certificate
- 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
- Foreign Birth Certificate
- Vali NJ Auto Registration

One (1) Point Documents

- ITIN Card (must be accompanied by photo ID)
- 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

- NJ Driver’s License or Learner’s Permit Photo ID
- NJ 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

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

RESIDENCY TOTAL POINTS = _____

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 -- Cost \$15.00 Senior, Veteran, Child (14-17 years) – Cost \$7.00

APPLICANT INFORMATION:

First Name: _____ Middle Initial: _____

Last Name: _____

Street Address: _____

Date of Birth (MM/DD/YYYY): ____ - ____ - _____

Emergency Contact Information is OPTIONAL and will appear on the ID card if provided:

(Optional) Emergency Contact, First Name: _____

(Optional) Emergency Contact, Phone Number: _____

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)