



Town of Surfside ID Card Program

New ID Cards and Renewals

1. Duration of ID Cards:

- **Property Owners:**
ID cards are valid for the fiscal year (Oct 1 - Sep 30). Renewal is required annually at the end of the fiscal year.
- **Renters:**
ID cards must be renewed annually, either at the end of the lease or the fiscal year, whichever comes first.
- **For Renewals:** Bring your current Surfside ID.

2. How to Obtain or Renew a Surfside ID Card:

- **Property Owners:**
 - **Documents Needed:**
 - Government-issued photo ID (e.g., driver's license, passport)
 - Proof of residency for each owner: utility bill, bank statement, or credit card statement showing Surfside address
 - **Additional Requirements:**
 - For properties with multiple owners, each owner must provide proof of ownership and proof of residency, subject to supervisory approval.
- **Renters:**
 - **Documents Needed:**
 - Government-issued photo ID (e.g., driver's license, passport)
 - Lease copy showing rental dates and authorized residents
 - Proof of residency for each renter: utility bill, bank statement, or credit card statement showing Surfside address
- **Short-Term Renters Without a Lease:**
 - **Documents Needed:**
 - Notarized Short-Term Renters Temporary Community Center Access Form from the property owner
 - Government-issued photo ID (e.g., driver's license, passport)

3. General Requirements

- **Proof of Residency:**
Everyone 18 years and older must provide proof of residency. All documents must match the Surfside address.
- **Family Definition for ID Cards:**
ID cards are limited to one family per address (owners or renters). Adult family members and siblings not living at the address are not eligible for ID cards.
- **Children's ID Cards:**
ID cards are issued to children 1 year and older. Photos may need periodic updates.
- Parental Proof is required for children 17 and under.

- **Lost or Replacement Cards:**

There is a \$5.00 fee for lost, stolen, or replacement cards.

- **Guest Policy:**

- Residents with a current ID card may bring up to five guests per household per day.

- **The cost is \$5.00 per guest.**

- Residents must accompany their guests while in the facility.

- **Renewal Penalties:**

Access to the facility may be denied after three notifications and failure to renew the Resident ID card.