



Stonebridge Ranch Photo ID Request -- REMOTE SUBMISSION

REQUIREMENTS:

1. The homeowner of record on the deed must fill out this form and submit it with all required documentation (their own proof of identity AND proof for each resident household member) as outlined below.
2. Submit your materials via email to stoneb@ciramail.com with the subject line "Photo ID Request."
3. You can use your smartphone to take photos of your proof of identity items. Include all items as attachments in a single email with this form. *NOTE: this form may not be used for renting tenants. Tenants must use Transfer of Privileges form.*
4. We will use your proof of identity materials only for the purpose of creating your IDs. We will not save the files you email to us—all will be immediately and permanently deleted upon creation of your IDs.
5. Incomplete submissions will be denied and must be resubmitted.

PROOF OF IDENTITY:

For the homeowner of record on the deed AND each adult resident household member who is not listed on the deed. Email a snapshot of a photo ID showing your Stonebridge Ranch address (e.g. TX Driver's License) + a current billing statement (e.g. bank, water, electric, etc.) showing your name and Stonebridge Ranch address + a current headshot *titled with the person's name.*

For each child resident household member. Email a snapshot of the child's birth certificate (or vital record, adoption certificate, OR passport) + a current headshot *titled with the child's name.*

USE OF CARD:

SRCA staff will call you when your Photos IDs are ready for pick-up from the office. Residents with SRCA Photo ID may use the Beach Club and Aquatic Center at no charge. (Residents who have an account balance or payment plan may not access common areas until the balance is paid.) There is a \$5 fee for replacement of lost cards.

AFFIRMATION OF INTENT:

I, the homeowner of record, affirm that the attached proof of identity materials have in no way been fraudulently altered. I also affirm that all individuals listed here are permanent resident household members at my property.

SIGNATURE: _____ DATE _____

STONEBRIDGE PROPERTY ADDRESS _____

ZIP CODE: _____

Phone Number: _____ E-Mail: _____

Name & Age

Name & Age

Name & Age

Name & Age

Name & Age

Name & Age

Name & Age

Name & Age

Name & Age

Name & Age

For office use only: Approved _____ Signature _____
Date _____