



# TOWN OF WEST SENECA

TOWN SUPERVISOR  
SHEILA M. MEEGAN  
TOWN COUNCIL  
EUGENE P. HART  
WILLIAM P. HANLEY, JR.

**TO:** Honorable Town Board / Town of West Seneca  
**FROM:** Lauren J. Masset  
Recreation Supervisor  
**DATE:** March 15, 2018  
**RE:** Resident ID Card Issuance Policy

Dear Honorable Town Board,

Kindly move to accept the attached updated Resident ID Card Issuance Policy.

Respectfully Submitted,

Lauren J. Masset  
Recreation Supervisor

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## RESIDENT ID CARD ISSUANCE POLICY

A RESIDENT ID CARD IS REQUIRED TO BE ELIGIBLE FOR THE RESIDENT RATE AT TOWN-OWNED FACILITIES AND PROGRAMS, SUCH AS THE WEST SENECA ICE RINK, VETERANS PARK POOL, SUMMER DAY CAMP AND MORE.

### **RESIDENT ID CARD FEES:**

RESIDENT ID CARDS ARE \$10.00 FOR THOSE UNDER THE AGE OF 60.  
ACTIVE DUTY MILITARY, VETERANS AND SENIOR RESIDENTS (60 YEARS OF AGE OR OLDER) NO FEE WILL BE CHARGED.

### **VALIDITY PERIOD**

EACH CARD IS VALID TWO YEARS FROM THE DATE ISSUED.

### **REQUIREMENTS TO OBTAIN A RESIDENT ID CARD FOR ADULTS:**

PROOF OF AGE: BIRTH CERTIFICATE OR DRIVERS LICENSE  
PROOF OF RESIDENCY: CURRENT TAX OR UTILITY BILL

### **REQUIREMENTS TO OBTAIN A RESIDENT ID CARD FOR CHILDREN:**

PROOF OF AGE: BIRTH CERTIFICATE OR PREVIOUS RESIDENT ID CARD  
PARENTS PROOF OF RESIDENCY: PARENTS CURRENT TAX OR UTILITY BILL

### **REPLACEMENT CARDS:**

PLEASE NOTE, THE RESIDENT MUST BE PRESENT FOR THE ISSUANCE OF A RESIDENT ID CARD. IF A RESIDENT ID CARD IS LOST, A NEW ONE MUST BE APPLIED FOR AT THE COST OF \$10.

### **OTHER:**

CURRENTLY, RESIDENT ID CARDS ARE ISSUED AT THE TOWN CLERKS OFFICE LOCATED IN THE WEST SENECA TOWN HALL:

- MONDAY - FRIDAY
- BETWEEN THE HOURS OF 9:30 AM - 11:30 AM AND 2:30 PM - 4:30 PM
- ALTERNATIVE TIMES ARE AVAILABLE BY APPOINTMENT ONLY BY CALLING 716-558-3215