

APPLYING FOR A LIBRARY CARD

The Portsmouth Public Library issues library cards to facilitate loan of materials and the use of library services to enable the library to keep a record of which materials are on loan to patrons. All borrowers accept full responsibility for all materials checked out on their card. Though there is no minimum age requirement to receive a library card, a child below the age of 18 years of age must have the application signed by a parent or guardian who agrees to take financial responsibility for lost, damaged or overdue materials. Parents or guardians are responsible for determining the suitability of library materials for their children.

All applicants are required to present photo identification and Social Security or VA Driver's License Number in order to apply for a library card or use library services.

BORROWER	AGE	PHOTO ID	FORMS OF PROOF OF ADDRESS*
Regular (r)	18 or over	Current, valid, and contains name and photo	Two forms of proof of VA Residency (documents must show name and address of current Virginia residence as it appears on the application; One of these two may be the Valid Photo ID)
Non-Resident (nr)	18 or over	Current, valid, and contains name and photo	Two forms of proof of Chesapeake Residency (documents must show name and address of current Virginia residence as it appears on the application; One of these two may be the Valid Photo ID)
Juvenile (j)	Under 18	From Parent/Guardian- must be current, valid, and contain name and photo	Two forms of proof of VA Residency (documents must show name and address of current Virginia residence as it appears on the application; One of these two may be the Valid Photo ID)
Non-Resident- Juvenile (nrj)	Under 18	From Parent/Guardian- must be current, valid, and contain name and photo	Two forms of proof of Chesapeake Residency (documents must show name and address of current Virginia residence as it appears on the application; One of these two may be the Valid Photo ID)
Temporary (t) (3 item check out)	18 or over	Current, valid, and contains name and photo	One form of proof of VA Residency (document must show name and address of current Virginia residence as it appears on the application)
Non-Circulating (nc) (no check outs)	18 or over	Current, valid, and contains name and photo	NONE

***Examples of acceptable forms of proof of address:**

- VA Driver's License or Identification Card
- Deed, mortgage, monthly mortgage statement or residential rental/lease
- Utility bill issued to applicant (e.g. gas, electric, sewer, water, cable or phone)
- U.S. Postal Service change of address confirmation form or postmarked U.S. mail with forwarding address label
- Virginia Voter Registration Card mailed to you by your local registrar
- Monthly bank statement issued by a bank
- Payroll check stub issued by an employer
- Receipt for personal property taxes or real estate taxes paid to the Commonwealth of Virginia or a Virginia locality
- Current automobile insurance policy, vehicle registration, or life insurance bill
- U.S. Internal Revenue Service tax reporting W-2 form or 1099 form
- U.S. or Virginia income tax return
- Annual Social Security Statement
- Letter from commanding officer on official letterhead with an original signature stating that the applicant resides onboard a ship docked in Virginia or in a barracks located in Virginia
- Orders from the U.S. military assigning the applicant to a military unit with a Virginia address
- Leave and Earnings Statement (LES) showing Virginia as the applicant's home of record