

# What to bring when you sign up or renew a Library account

## Adults (ages 19+) and youth (ages 14-18)

### Preferred ID (personal ID with your name and address):

- B.C. Driver's License • B.C. ID Card • B.C. Services Card

If you do not have the above, bring one item from the **Personal ID list** and one item from the **Address ID list**, below.

### Personal ID

- Passport
- Driver's license from outside B.C.
- Medical card from outside B.C.
- Birth certificate
- Social insurance card
- Status card
- Citizenship card
- Landed immigration certificate
- Permanent resident card
- Canadian National Institute for the Blind (CNIB) card
- Bank or credit card in your name
- Canadian Armed Forces ID card
- Canadian Armed Forces Veteran's Service card
- **Individuals 14 to 18 only:** Student ID card or municipal recreation pass showing your name

ID is accepted up to three years after expiry, and original documents are preferred. Photocopies or scanned versions are also accepted if the original is unavailable.

### Address ID

- Utility bill (hydro, telephone, cable, water)
- Property tax bill
- Assessment notice
- Vehicle registration
- Government or personalized cheque
- Rental agreement or lease
- Homestay information letter
- Moorage fees receipt
- CNIB card (if address is included)
- Canadian Armed Forces members only: Proof of a 6+ month posting to CFB Esquimalt (Temporary Duty letter or Imposed Restriction letter)
- **Youth ages 14-18 only:** School enrollment proof, such as a student card or school-issued email/agenda

Address ID must be current to confirm residence within our service area. Digital versions (e.g., emailed utility bills) are accepted.

## Children ages 0-13

Children's accounts list a parent or guardian as the primary contact, who is responsible for materials checked out on the account.

### Parents/guardians, please bring:

- Your child: No ID is required if they come in person. If absent, bring government-issued ID for the child, such as B.C. Services Card, birth certificate, passport, or social insurance card.
- Your ID: Acceptable ID as above or your current \*full-service GVPL card.

### If you are acting as the designate for a parent/guardian, please also bring:

- The child: No ID required if they come in person. If absent, bring government-issued ID for the child, such as a B.C. Services Card, birth certificate, passport, or social insurance card.
- ID for the parent/guardian: Acceptable ID as above or a current \*full-service GVPL card.
- Your ID: As listed above, or a current \*full-service GVPL card.
- Library Card Designate Authorization Form, completed and signed by the child's parent/guardian.

\*A **full-service GVPL card** is valid for 3 years and provides access to GVPL's physical and digital collections, public computers, and other library services. Children's cards exclude access to age-restricted materials such as certain films, TV shows, and games, with parents or guardians responsible for borrowed items. Items must be returned by the due date, and eligible items are automatically renewed up to 2 times. Account notifications are sent to the contact information on file, and replacement fees apply for items that are lost or damaged.

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