



## Resident Online Registration

Residents may create their own online account by clicking on the tab, Online Registration, and clicking on "Need an Account?" However, Residents who have NOT established residency will be charged OUT OF DISTRICT fees (if applicable) for Park District programs until a residency has been established. Out-of-District fees are non-refundable.

In order to establish residency, ALL interested residents MUST bring the following required documents from each category:

### Category 1 – Proof of Residency

(One of the following specific documents is required – no substitutes)

1. Most recent property tax bill.
2. Most recent mortgage statement. (We do not accept mortgage coupon payment books.)
3. Signed and dated lease or letter from manager (on letterhead) and proof of last month's payment.
4. Mortgage closing statement; if you have moved in the last 30 days.

- AND -

### Category 2 – Proof of Residency

(Two of the following specific documents is required – no substitutes)

- A. Driver's License or Illinois State I.D.
- B. Most recent Gas, Electric, and/or Water Bill
- C. Most recent Cable Television Bill, Credit Card Bill, and/or Bank Statement
- D. Voter Registration
- E. Vehicle Registration
- F. Current Public Aid Card

For Children 5 and under, a Birth Certificate or Proof of Custody (if applicable) MUST be provided.

In addition, an Online Master Form must be completed in order to assure that all required information is correct in the system. Please allow for ample time for the processing of your information during this transition.

## Choose one of these easy steps:

1. Bring your documents to the Lions Community Center, 1 Manor Drive, or Administration Building, 701 W. Haven Avenue - New Lenox
2. Fax over your documents to Registration Desk at (815) 485-3589
3. Scan your documents and send them to [registration.info@newlenoxparks.org](mailto:registration.info@newlenoxparks.org)

Please call if you have any questions (815) 485-3584