Business Library Card Procedure



The business owner, manager, or fiscal officer should fill out a Business Card application and be present when applying for a card.

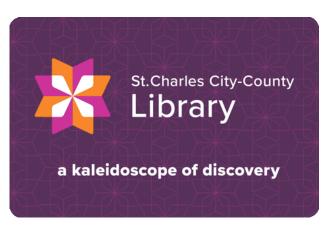
Please bring:

- A printed copy of the completed application
- Photo ID
- Proof of address for the business/organization
- Current business documentation which may include one of the following:
 - Business card or letterhead
 - Business license (current license from St. Charles County or a municipality within St. Charles County)
 - Certification by the St. Charles County Clerk
 - Tax exempt letter
 - St. Charles County property tax bill for the business
 - 501(C) (3) listing
 - IRS Form 990 current or prior year
 - IRS Determination Letter

Business Library Card Application

Please print when filling out this form.

Business	
First Name	
Name of Business	
01/01/01	
Birthdate (mm/dd/yyy	yy)
Street Address of Bu	siness
City	Zip Code
Email Address	
/	
Phone 1	
Phone 2	
Authorized User(s)	



Staff Use Only

eReceipt Option (circle one)					
er	nail	text	both	none	
Notification Options (circle one)					
er	nail	mail	text		
phone 1 phone 2					
Additional Text (circle one) Yes No					
Text Messaging Phone (circle one)					
phone 1 phone 2					
Wireless Carrier					
Barcod	le Num	ıber			
Busin	ess/Or	ganizat	ion		
Patron	Type (check lis	st)		
Registr	ation E	Branch			
Date E	ntered				