

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

Scroll down for Business Library Card application

Business Library Card Application

Please print when filling out this form.

Business

First Name

Name of Business

01/01/01

Birthdate (mm/dd/yyyy)

Street Address of Business

City

Zip Code

Email Address

() -

Phone 1

() -

Phone 2

Authorized User(s)



Staff Use Only

eReceipt Option (circle one)

email text both none

Notification Options (circle one)

email mail text

phone 1 phone 2

Additional Text (circle one)

Yes No

Text Messaging Phone (circle one)

phone 1 phone 2

Wireless Carrier

Barcode Number

Business/Organization

Patron Type (check list)

Registration Branch

Date Entered