



Community Development District

Process for Obtaining Photo ID Access Cards

STEP ONE:

Collect and complete all registration items necessary to apply for an access card.

- Access card registration form (a copy is available on-line here: [Access Card Form](#))
- Copy of current lease agreement (if renting), or HUD statement or other proof of ownership (if an owner). *For a complete list of acceptable forms of identification, refer to District Rules [Chapter 4, Section 3](#); which relates to Access Cards for Parks and Recreation Facilities.*
- Head shot photograph of each resident in the household, ages 12 and older, who is requesting an access card. *Photos should be in digital format (jpg, png, tiff, etc.) and may be taken with your phone if that is more convenient.*
- Driver's license, or other suitable governmentally issued proof of personal identity, for each applicable family member. *A scanned copy will suffice if you are applying on-line, or you may show your license if applying in person at the District office.*
- Fee of \$10/card for renters, and for replacements (per District Rules [Chap 4, Sect 3.1.2-4](#)).

STEP TWO:

Provide registration items to the CDD Field Manager (in Harmony) or to the District Office (in Celebration); either in person, through USPS mail, or via eMail.

Field Manager: 7360 Five Oaks Drive
Harmony, FL 34773

Phone: 407-301-2235

eMail: GerhardHarmony@gmail.com

District Office: 313 Campus Street
Celebration, FL 34747

Phone: 407-566-1935

eMail: Manager@harmonyccd.org or
Janice.Swade@stservices.com

STEP THREE:

Allow time for processing and printing of the access cards.

- It typically takes at least three (3) days to process a registration request once it is received.
- When they are complete, you may receive your access cards
 - 1) via USPS mail [by providing your home address], or
 - 2) from the Field Operations Manager [407-301-2235].
- If at any time you have a question, please feel free to contact either Gerhard or Janice using the phone numbers and email addresses listed above.

We appreciate the opportunity to serve you!

