

Servicarte

The *servicarte* is **MANDATORY** to gain access to the majority of services and programs offered by *Ville de Brossard* and its accredited organizations. It also serves as a library card and offers free or reduced price access to certain activities.

It is issued for a **FOUR YEAR PERIOD** but **IT MUST BE VALIDATED ANNUALLY** by the holder producing proof of residence.

TO OBTAIN YOUR SERVICARTE

You may obtain your *servicarte* from the *Direction du loisir, de la culture et de la vie communautaire* at 2001, de Rome Boulevard

- on Monday, Wednesday, Thursday and Friday between 8:30 a.m. and 4:30 p.m.
- on Tuesday between 8:30 a.m. and 8:30 p.m.
- on Saturday from 9 a.m. to 12 a.m. (noon)
- Information required: full name, address, telephone number and date of birth.
- Proof of residence is necessary for people 15 years of age and over, including proof of residence for spouses. In the case where only children under 15 years of age hold a *servicarte*, proof of residence of the father or mother must be supplied.
- Photos are taken on location, free of charge, but you may supply your own photos, preferably in colour. This avoids the need to have all family members present.
- In the case where all the cards for the same residence are not issued at the same time, the renewal date for all the cards is calculated from the date of issue of the first card.
- At the end of the four year period following the issuing of the first card, you must obtain a new *servicarte* as described above.

VALIDATION

- At the *Direction du loisir, de la culture et de la vie communautaire* at the times previously mentioned.
- At the library, during opening hours (see page 40).
- Proof of residence is required for everyone 15 years of age and over, including the spouse. In the case where only children under 15 years of age hold a *servicarte*, proof of residence of the father or mother must be supplied.
- One person may have the cards for the whole family validated by presenting proof of residence for each person. Once proof of residence has been verified, the card is date stamped and is valid until the end of the month indicated.

COST (including GST and PST)

Issuing: \$20 per individual or \$40 per address

Validation: (2nd, 3rd and 4th year): free

Replacement of a lost, stolen or unusable card before the 4 year expiry date: \$5/card

PROOF OF RESIDENCE

One of the following documents indicating the address is accepted as proof of residence: lease, student's card or report card, recent bank statement or public utility invoice, municipal or school tax bill, driving licence.

Library card

The library card allows access to the library services. It is designed for residents **who wish to use only** the library services.

It is issued free of charge for a **four year** period but must be validated annually by presenting proof of residence of the card

holder. However, a cost of \$5 will be incurred for the replacement of a lost, stolen or unusable card before the 4 year expiry date.

Except for the cost, the conditions for issuing and validating a library card are the same as those for a *servicarte*.

A Single Card

Please note that an individual may not hold two cards at the same time. When a person holding a library card obtains a *servicarte*, he or she must return the library card. A person holding a *servicarte* cannot exchange it for a library card. However, when a *servicarte* is renewed (after the 4 year period), the holder may choose between a *servicarte* and a library card.