

Community Development District

[**Process for Obtaining Photo ID Access Cards**](http://www.harmonycdd.org/wp-content/uploads/2017/01/Access-Card_Clearance-Process.pdf)

**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](http://www.harmonycdd.org/wp-content/uploads/2010/10/Access-Card-Form-Rev-2014-1.pdf))
* 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](http://www.harmonycdd.org/wp-content/uploads/2010/10/Chapter4.pdf#page=5)*; which relates to Access Cards for Parks and Recreational 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 (p*er District Rules* [*Chap 4, Sect 3.1.2-4*](http://www.harmonycdd.org/wp-content/uploads/2010/10/Chapter4.pdf#page=5)).

**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: Admin@harmonycdd.org or

 Rosemary.Tschinkel@inframark.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 either
 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 Rosemary using the phone numbers and email addresses listed above.

***We appreciate the opportunity to serve you!***

