

**APPLETON PARKS AND RECREATION DEPARTMENT (APRD)
HOUSEHOLD INFORMATION FORM**



The Household Information Form must be completed before you can register for recreation programs or purchase swim passes. Do not complete this form if you have previously submitted it, unless your household information has changed and should be updated. **THIS FORM MUST BE RECEIVED AND PROCESSED BY THE APRD BEFORE YOU CAN REGISTER ON-LINE. Please allow five business days for processing.**

Parent or Guardian information (primary contact person): Updated information (check here)

First Name		Last Name	
Street Address			
City		State	Zip Code
Home Phone		Work Phone	
Email address			
Resident (City of Appleton, City of Neenah, City of Menasha)			
Non resident (Grand Chute, Harrison, Buchanan, Town of Menasha, etc.)			

Spouse and children information:

FIRST NAME	LAST NAME	MALE (M) or FEMALE (F)	DATE OF BIRTH	CURRENT GRADE

PROOF OF RESIDENCY DOCUMENTATION:

Participants who RENT and are residents of the City of Appleton, City of Menasha or City of Neenah need to provide a photocopy of their driver’s license or utility bill (electric, water, phone, credit card) as proof of their residency with this form. Participants who OWN the property they are living at or are a non-resident do not need to provide a proof of residency.

RESIDENCY: It is your responsibility to know your correct residency:

- A resident is any person who lives within the corporate city limits of Appleton. This is not to be confused with being an Appleton Area School District resident. City and School District boundaries are not the same.
- A non-resident is anyone who does not reside within the corporate city limits of Appleton. Grand Chute, Town of Menasha, Darboy, Greenville, Harrison, etc. are NOT within the corporate city limits of Appleton. Appleton mailing addresses do not automatically mean that you are a city resident. By Parks and Recreation Committee policy, Appleton property owners who reside outside the city limits are considered non-residents.

RECIPROCAL AGREEMENTS: The cities of Appleton, Menasha and Neenah have entered into reciprocal agreements allowing participants of each city to register as a resident in each other’s parks and recreation programs. Menasha residents may register during resident registration, Neenah residents may register when non-resident registration begins. This agreement includes swim passes, boat launch privileges, park shelter rentals, sports leagues and recreation classes.

SUBMIT THIS FORM WITH PROOF OF RESIDENCY (if required) BY ONE OF THESE METHODS:

- Scan and email to aprd@appleton.org
- Fax to (920) 832-5950
- Mail to: Appleton Parks and Recreation Department, P.O. Box 1976, Appleton, WI 54911-1976

FALSIFICATION OF INFORMATION: Participants falsifying information will be dismissed from the program and no refund will be granted.

Questions? Call (920) 832-5905 or email aprd@appleton.org.