Process about requesting a library card through email:

1. Patron will email info@jcld.org to request a library card.
2. In the email, the patron will need to include his/her first and last name, and the phone number.
3. Patron will have to attach a photo of their valid ID with a current physical address.
   a. If the address on ID is not current, attach a photo of a document to prove their address in Jefferson County.
   b. Common proof:
      i. Mail from a business, school or government agency containing the patron’s first and last name.
      ii. A utility hookup order, bill, mortgage document, or property tax statement.
   c. Personal mail and forwarded mail are NOT acceptable.
   d. UPS, USPS, purchase parcels are Not acceptable.
   e. If the patron provides a P.O. box, he/she will have to provide a physical address as well.
4. Staff will check this email address once every business day.