



Account Creation Form

Please fill in the following form legibly (please print) and accurately. This information will be used to set up your SMARTlink Account so that you will be able to register for classes, trips, and special events anytime — day or night — from your home, your office, or anywhere you have a touch-tone telephone or a computer with an Internet connection. Once entered into the SMARTlink system, you will be able to register for a class, trip, or special event and get immediate confirmation that you are in, or have your name put on a waiting list. A separate form must be filled out for each individual and verification of age, residency, and identity must be provided for each person in a Family Account.

Last Name: _____ MI. _____ First Name: _____ Male Female

Telephone: Home _____ Office _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Birth Date: _____ E-Mail: _____

ADA accommodations: No Yes If yes, identify disability _____

Because verification of age, residency, and identity are necessary to establish a SMARTlink Account, please bring in one item from each list below:

1 Acceptable proof of age/identity

- Driver's license or MVA ID card
Birth Date: _____
- Passport
Birth Date: _____
- Resident/Alien Card
Birth Date: _____
- Birth Certificate (*original, not a copy*)
Birth Date: _____
- Baptismal Certificate (with birth date)
(*original, not a copy*)
Birth Date: _____
- Original letter from school
on official stationery
Birth Date: _____
- School ID card
No.: _____
- Military ID card
No.: _____
Exp.: _____
- Other government-issued ID
No.: _____
Exp.: _____

2 Acceptable proof of residency

- Driver's License or MVA card
No.: _____
Exp.: _____
- Property tax bill (*home or business if client name included*)
Date: _____
No.: _____
- Utility Bill
Date: _____
- Lease Agreement
Date: _____
- Property Settlement Sheet
Date: _____

Verified by:

(M-NCPPC employee name/facility)

(M-NCPPC facility)

(Date verified)



Register for classes and activities offered by the Prince George's County Department of Parks and Recreation

Open a SMARTlink account today!

To better serve you, The Maryland-National Capital Park and Planning Commission's Prince George's County Department of Parks and Recreation uses a program called SMARTlink, which allows you to register for classes and activities online or using a touch-tone telephone 24 hours a day. (You may still register in person if you prefer.)

SMARTlink is fast, efficient, secure, and convenient. Register and receive immediate confirmation that you've gotten into a class, or put your name on a waiting list to get the next available space. Payment for classes may be made using a credit card or debit card or by putting money into your SMARTlink account.

Before you can use SMARTlink, you must set up your account(s) in person.

Each member of your family that will register for programs needs to be registered in your account as a SMARTlink customer.

To set up an account, go to any M-NCPPC community center or other recreation facility in Prince George's County and bring documentation with proof of residency, age, and identity for each family member who wishes to become a customer. You must be at least 18 years old to establish an account. After the account is set up by staff, bar codes and a family PIN number will be assigned. You can then call 301-699-CALL (2255) or log on to www.pgparcs.com to register for programs.

Acceptable proof of residency*:

- Driver's license or MVA ID card
- Utility bill
- Lease agreement
- Property settlement sheet

Acceptable proof of age:

- Driver's license or MVA ID card
- Passport
- Resident/Alien card
- Birth certificate with a raised seal
- Baptismal certificate (with birth date) with a raised seal
- Original letter from school on official stationery
- Other government issued ID



* If you have not verified your residency you will be charged the non-resident rate for classes and activities.

For questions about **SMARTlink** registration, please call the Prince George's County Department of Parks and Recreation's Park and Planning Help Desk at 301-699-CALL (2255); TTY 301-699-2544 or read more about the program on our web site — www.pgparcs.com.



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