**Identity Verification Form**

Upon request by Charlotte Water, this form must be completed to validate an individual’s

identity in connection with establishing or maintaining a utility account with Charlotte Water.

**Section I**

I, , the undersigned, do hereby state and declare the following: (*Printed Name)*

This affidavit concerns utility service at the following service location:

Address: City: State: Zip:

Phone Number (1): Phone Number (2):

**Section II**

I hereby certify that information provided is true and correct. I understand that knowingly making any false or fraudulent statement or representation may constitute a violation of federal, state, or local criminal statutes, and may result in imposition of a fine or imprisonment or both. I further understand that providing false information may result in the denial of my application for a utility account.

Applicant Signature: Date:

**Section III To Be Completed by Notary**

State: County

I do hereby certify that (Name of Individual) personally appeared before me this day and proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

WITNESS my hand and official seal this day of in the year of

20 . My commission expires: .

(Signature of Notary Public) (SEAL)

(Printed Name of Notary Public)

Notary’s Contact Information:

Notary Address:

City: State: Zip:

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identity Verification Form Instructions**

1. Complete all fields in Section I.

2. Present the form to a notary.

3. Complete all fields in Section II (The business name and address should be the location from which the notary was received.)

4. Have a notary complete Section III (If possible, request an ink notary stamp, or shade the raised seal so the form can be faxed).

5. Deliver the form in person to:

Charlotte-Mecklenburg Government Center

600 E. 4th Street

Charlotte, NC 28250

6. Upon receipt of this form please allow 4-5 business days for review and service activation. Charlotte Water reserves the right to request additional information or documentation if necessary.

If you have any questions about this form, please contact us at 311 or

704-336-7600.

Note: We recommend you keep a copy for your records.

**Instrucciones para el formulario de verificación de identidad**

1. Complete todos los campos de la Sección I.

2. Entregue el formulario a un notario público.

3. Complete todos los campos de la Sección II (el nombre y la dirección comercial deben ser del lugar de donde se llenó el formulario).

4. Un notario debe completar la Sección III (si es posible, solicite un sello notariado de tinta o sello en relieve para poder enviar por fax el formulario).

5. Entregue la forma personalmente a:

Charlotte-Mecklenburg Government Center o West Service Center

600 E 4th Street 4150 Wilkinson Blvd

Charlotte, NC 28250 Charlotte, NC 28208

6. Tomará cuatro a cinco días laborales como mínimo completar su solicitud.

Si tiene alguna pregunta sobre este formulario, por favor comuníquese con nosotros al 311 o 704-336-7600.

Nota: Recomendamos que guarde una copia para su registro.