

Enhanced Library Cards
El Paso Public Library
FAQ

1. What is the Enhanced Library Card?

The Enhanced Library Card is an El Paso Public Library card that includes a person's name, picture, and other personal information. It may be used as a photo ID where accepted.

2. Who is eligible for an ELC Card?

El Paso County residents are eligible for the Enhanced Library Card. Click [HERE](#) to go to the application form. The approved list of Identity and Residency documents can be found [Click here for English](#)
[Click Here for Spanish](#).

3. How can I use the Enhanced Library Card?

The Enhanced Library Card is a library card and can be used to access all the resources that are available to Library cardholders—this includes books, DVDs, and other physical materials in our collection, as well as our various electronic resources, such as ebooks and access to databases through TexShare.

4. What is required to apply for an Enhanced Library Card?

- To apply for the ELC, library staff must verify your identity and residency. You may need to bring more than one document to prove your identity. Proof of identity will be determined by a 3-point rating system. Check the list of acceptable documents carefully.
- Original or certified copies are required. You must be present to verify any documents and have your photo taken. Images you have printed or provided digitally will not be accepted.

5. What information will be printed on the ELC?

Your name, address, birthdate, height, eye color and gender (with the options of male, female and X) will be printed on the card in addition to a picture taken at the point of issuance.

6. Can my minor child apply for an ELC?

No, the card is only for individuals 18 years of age or older.

7. Can I use my ELC at all locations?

The ELC is an El Paso Public Library card that can be used at all EPPL locations and online to access electronic materials content and databases.

8. Where can I get my ELC?

- Jose Cisneros Cielo Vista Library Branch 1300 Hawkins Blvd., El Paso, TX 79925
- Irving Schwartz Library Branch 1865 Dean Martin Dr., El Paso, TX 79936
- Sergio Troncoso Library Branch 9321 Alameda Ave., El Paso, TX 79907
- Westside Library Branch 125 Belvidere Ave., El Paso, TX 79912

9. How long is the ELC valid for?

The ELC is valid for five (5) years after it is issued. Cards can be renewed when they expire.

10. Is there a cost for the ELC?

The County of El Paso will pay for cards outside of city limits. ELC is available to the city of El Paso adult residents (18+ years old) at no charge.

11. What do I do if I need to update my personal information?

It is vital to keep your personal information on the ELC current. Please bring the card to one of the ELC issuing library branches. For a fee of \$5.00, library staff will update your information and reprint the card for you. Your original expiration date will stay the same.

12. What do I do if I lose my ELC?

Please report the loss of your ELC immediately. Please bring your documentation to one of the ELC issuing library branches. For a fee of \$5.00, library staff will update your information and reprint the card for you. Your original expiration date will stay the same.

13. What must I bring to apply for a library card?

A picture ID and proof of physical address (verifying County of El Paso residency) are required to receive your library card.

14. What if I don't have a photo ID—can I still apply for a library card?

If you don't have a photo ID, we would be happy to accept a letter from an agency or government entity that states that you do not have a photo ID. We ask that this letter be the original, be on a letterhead of the agency/government entity, provide your name, state that you do not have a photo ID, and be signed by an agency/government entity staff member. Accepted agencies/government entities: shelters, caseworkers, any City of El Paso department or State of Texas agency. In addition, you must provide proof of address.

15. Accepted Forms of Picture ID:

- Please See Proof of Identify Form [Click here for English](#) - [Click Here for Spanish](#).

16. Accepted forms of Address Verification:

- Please See Proof of Residency Form [Click here for English](#) - [Click Here for Spanish](#).

Identifying Documents

Documents are evaluated on a points system. You must present documents worth a combined 3 points to secure your ELC. The charts below contain document point values. All documents must be original. No photocopies will be accepted.

| Documents worth 3 points | Documents worth 2 points | Documents worth 1 Point |
|---|--|---|
| <p>U.S. Documents</p> <ul style="list-style-type: none"> • Driver's License • State Issued I.D. • Passport • Military I.D. • Veteran I.D. or Veteran Health I.D. Cards • Tribal Photo I.D. Card • Permanent Resident Card (Green Card) • Certificate of Naturalization (w/photo) • Employment Authorization Card • Accredited Educational Institution Photo I.D. • Release Offender Photo I.D. (issued by federal, state or local criminal justice agency) • U.S. State Department Visa (Including Border Crossing Card) <p>International Documents</p> <ul style="list-style-type: none"> • Consular Identification (CID) • Foreign Passport • Foreign Driver's License • Foreign National I.D. Card • Foreign Military I.D. (including veteran I.D.) • Photo identification card with name, address, date of birth, and expiration date issued by another country to its citizens or nationals as an alternative to a passport for re-entry to the issuing country <p>Renewal of Enhanced Library Card Previous enhanced library card (accepted up to one year after expiration)</p> <p>www.elpasolibrary.org</p> | <ul style="list-style-type: none"> • Social Security Card • Voter Registration Card • U.S. Individual Taxpayer I.D. Number Authorization Letter (ITIN) • Federal, State, or Local Government employee Photo I.D. • U.S. Union Photo I.D. • U.S. Accredited Educational Institution I.D. without a photo • Prison/Jail Discharge I.D. or documents without photo (including medical records or parole decisions) • School enrollment form for the applicant (issued by a state of Texas school district, charter school or private school) • Certificate of age (Issued by Texas Workforce Commission) • Approval notice of an immigration benefit • Certificate of Naturalization (no photo) • Form I-94 Arrival/Departure Record • Order of Release on recognizance I220A (w/photo and DOB) • Order of Supervision Form I-220B (w/photo and DOB) • Verification of Release Form from HHS office of refugee resettlement • Written verification issued by hospital health care provider, or social services agency located in Texas verifying the applicant's identity | <ul style="list-style-type: none"> • Government issued photo I.D.s expired up to 5 years • Certificate of marriage, domestic partnership, civil union, divorce or dissolution of marriage, domestic partnership, or civil union • Birth certificate of applicant • Birth Certificate from outside of the U.S. with notarized translation • Texas adoption record of the applicant • Electronic benefit transfer (EBT) Card • Medical or Immunization Records (Certified by medical provider) • Medicare or Medicaid Card, license, or other federal document • Social Security Benefits Verification Letter or other official letter issued by the SS Admin • US Military Discharge forms • High School transcript • Diploma from a U.S. high school, equivalency of post secondary school • Diploma from non U.S. High School or post secondary school with notarized translation • Bank or Sam's/Costco Card with photo and name • I.D. Cards issued by a Texas state community or social service agency |

Proof of Residency

All applicants must present one of the following documents. Applicant's Name and Current Address must be on the document. Digital or electronic residency documents are accepted.

The Following Documents Must Be Current

- Applicant's Level 1,2, or 3 proof of identity documents that displays their current Texas Address (Current Driver's License Etc.)
- Current Texas vehicle title or registration with address on it
- Current residential property lease of sublease that includes the lease term, rent amount, utilities terms and lessor/sublessor contact information.

The Following must be dated within 60 days

- Utility bill: gas, electric, garbage, water, internet/cable/landline
- Insurance bill: homeowner's, renter's, health, life or auto
- Local mortgage payment receipt
- Bank account statement
- Employment pay stub
- Jury summons or court order issued by federal, state or municipal court
- USPS Change of Address confirmation (dated within the 60 day period prior to the application submission)
- Written verification issued by a homeless services agency, hospital, health clinic, social services agency or faith based agency located within the state of Texas verifying residency (original, signed copy on official letterhead)
- If a certified copy of a marriage certificate is presented at the time of application, and applicant may prove residency using documents bearing the name of the spouse.

The Following must be dated within 1 Year

- Federal Income Tax or Refund Statement
- Letter or document issued by the U.S. IRS addressed to the applicant regarding the applicant's personal tax status (dated within the 12-month period prior to application submission)

The Following must be dated within current year

- Letter or record addressed to the applicant from a school, college, or university located in Texas that the applicant has attended.



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