



Community Access  
Golden Rain Foundation of Laguna Woods  
P.O. Box 2220  
24351 El Toro Rd.  
Laguna Woods, CA 92654-2220  
Phone: 949.597.4443  
Fax: 949.268.2515

## ***BUSINESS PASS APPLICATION INSTRUCTIONS***

- **APPLICATIONS NOT RECEIVED BY NOVEMBER 30th MAY NOT BE PROCESSED IN TIME TO MEET THE JANUARY 31st EXPIRATION DATE.** The applications will be processed in the order received.
  - **Renewal passes will not be issued over the counter during the period between October 1st and until all forms are processed. This is due to the high volume of applications received and the required documentary verification.**
  - **An application must be submitted for each employee. Do not list multiple employees on one application.**
  - **Return the completed application, along with a self-addressed, stamped business-sized (#10) envelope to the address above. Use the Forever stamp to ensure complete postage. Each application requires its own self-addressed stamped envelope.**
- Complete all required information; **applications without required information will not be processed.**
  - With your application and subsequent renewals, you **MUST** supply copies of the following:
    1. **Current/valid photo identification; if driving, a drivers license.**
    2. **Current Department of Motor Vehicles registration. If you drive a company vehicle, then the company Department of Motor Vehicles registration is required.**
    3. **Current proof of insurance for the registered vehicle is required.**
    4. **Include a copy of current pass(es).**

If applying in person for the first time, original documents may be used for verification and photocopies will not be required.

### **This information is required from each applicant of the same company.**

**There will be a \$15.00 charge for each pass not returned to Community Access, when an employee leaves the company. There is a \$15.00 administrative fee for passes that must be re-issued prior to expiration; e.g., lost, stolen, altered, destroyed passes, etc. No new passes will be issued until this amount is paid or passes are returned.**

After your application is received and approved, your pass(es) will be issued.

No pass will be approved for any individual or company whose vehicle is not properly insured. The California Vehicle Code requires that vehicles be insured, and/or a bond be posted. Refer to Vehicle Code Section 16430.

No solicitation, of any kind, is permitted inside the Community. Upon receipt of the pass, review all terms and conditions on the reverse side of the pass. Violation of any kind may cause revocation of the pass.

Community Access Department