



How to obtain an ABRA membership while the facility is closed.

In order to obtain permanent membership cards, please complete the following steps:

Homeowners:

1. Email a copy of your Certificate of Title, a picture of your government issued photo ID*, and a head shot for anyone over the age of 12** to csr@auburnbay.org. (If under 16 birth certificate is required.)
2. Ensure that the name of each photo corresponds to the person in the photograph so that we know which profile to attach it to.

Tenants

1. Ensure that your landlords have completed a **Transfer of Privileges** form and have sent in a copy of their Certificate of Title – if you're unsure, please call our office at 403-537-2601 or send an email to csr@auburnbay.org.
2. Email a picture of your government issued photo ID*, lease agreement and a head shot for anyone over the age of 12** to csr@auburnbay.org.
3. Ensure that the name of each photo corresponds to the person in the photograph so that we know which profile to attach it to.

An Auburn House staff member will contact you via email once your cards are ready for pickup. Please note that we will need up to 72 hours to process new membership cards

*Anyone over the age of 16 that is not listed on the Certificate of Title must have the Auburn Bay Address listed on their photo ID. Please also ensure that a **Members Information** form has been submitted.

A **Children's Waiver must be filled out for any youth between 12 and 15 in order for them to get their permanent membership card.

Please note that photo ID will need to be presented by the individual picking up the membership cards.