![Laguna Woods Village logo]

Business Pass Application Instructions

- An application must be submitted for each employee. Do not list multiple employees on one application.
- Return the completed application to Resident Services in the Community Center.
- You may pick up your gate pass at the gate when ready to use. If you would like us to mail your pass, please include a 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 driver's 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).
  5. Business card with business license number or copy of business license.

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 charge for each pass not returned to Resident Services when an employee leaves the company. There is a $15 administrative fee for passes that must be reissued 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.