

Parks & Recreation
Proof of Residency Policy

Ankeny residents can receive discounted resident rates on certain recreation programs, memberships and rentals. To become eligible for a discounted resident rate, residents must create an online account with the Ankeny Parks & Recreation Department here: https://ankenyiowa.activityreg.com/clientpage_t2.wcs. Upon signing up, residents with new and existing accounts must upload one of the acceptable proofs of residency options noted below in the 'documents' section of their account pages.

Accounts will be periodically audited by the Ankeny Parks & Recreation Department for accuracy and may require updated verification of residency. If registration is completed and processed at the resident rate and it is later determined by the Ankeny Parks & Recreation Department that the non-resident rate should apply, additional charges (the difference between the resident rate and non-resident rate) shall be due immediately upon discovery of the discrepancy. Failure to pay the additional non-resident charges by the advised deadline will result in cancellation of any program registrations and the issuance of a refund, less a twenty percent (20%) administrative fee.

If you are a resident and are being charged non-resident rates for programs at check-out, please reach out to the Ankeny Parks & Recreation Department at 515-963-3570 or ParksandRec@AnkenyIowa.gov to request a review of your residency status. Please note, any purchases made before proof of residency is submitted to, and approved by, the Ankeny Parks & Recreation Department are still eligible for an account credit or refund in an amount equal to the difference of the resident and non-resident rate, up to thirty (30) days after a transaction is made.

How to verify jurisdiction of residence:

To verify jurisdiction, please utilize the Polk County Assessor website, enter your identification information, such as your address and/or first and last name, hit enter, and then select/click the appropriate property where you reside:

https://www.assess.co.polk.ia.us/cgi-bin/web/tt/form.cgi?tt=simplegeneralform&help_state=1

Ankeny Parks & Recreation Online Registration

- All new accounts will default as non-resident, including the addition of any new individuals to an existing account.
- To receive the resident rate, a document must be uploaded and verified by the Ankeny Parks & Recreation Department for each individual sixteen (16) years and older, prior to registration for any program.
- Acceptable proof of residency documents are listed below and must include the resident's name and address:
 - o Government/state-issued ID;
 - o Driver's license or learner's permit;
 - o Purchase/lease agreement;
 - o Vehicle registration; or
 - o Utility or credit card bill dated within the last thirty (30) days.
- All documents uploaded to provide proof of residency will be verified within three (3) business days by the Ankeny Parks & Recreation Department.
- Once residency is approved, accounts will receive an auto-generated confirmation email from the Ankeny Parks & Recreation registration system and be eligible for discounted resident rates.

In-person

- With your residency verification documents in-hand, go to the Ankeny Parks & Recreation Department located at 1210 NW Prairie Ridge Drive. A staff member will review your documentation, help you create an account, and process your residency status on-site.

For any questions or concerns regarding your account please contact Parks & Recreation at 515-963-3570