



# City of Carson

## 2025 ActiveNet – New Customer Form



The City of Carson’s ActiveNet software is undergoing a system update. Current ActiveNet accounts will be retired from the system on April 6, 2025, and new accounts will need to be created. To prevent any delay in utilizing ActiveNet, please submit this form, along with supporting documents at the Corporate Yard or Carson Event Center – Human Services Office from March 1, 2025, to April 3, 2025. New accounts will be created by staff. Email distribution of new usernames and passwords will be sent out on April 21, 2025.

**ActiveNet Update Timeline:**

**February 24, 2025:** 2025 ActiveNet – New Customer Forms are available on the City of Carson webpage, and at local Carson parks, the Corporate Yard, and the Carson Event Center.

**March 1 – April 3, 2025:** Accepting new ActiveNet Forms at the Corporate Yard and the Carson Event Center – Human Services Office.

- Corporate Yard – Recreation, 18601 South Main Street, Carson, CA 90248
  - Monday and Wednesday, 7:00 a.m. – 6:00 p.m.
  - Tuesday and Thursday, 7:00 a.m. – 8:00 p.m.
  - Friday, 12:00 p.m. – 4:00 p.m.
  - Saturday, 9:00 a.m. – 12:00 p.m.
- Carson Event Center – Human Services Office, 801 East Carson Street, Carson, CA 90745
  - Monday – Friday, 8:00 a.m. – 5:00 p.m.

**April 6, 2025:** All current ActiveNet accounts are retired (will no longer work).

**April 7 – April 20, 2025:** ActiveNet will be down for maintenance.

**April 21, 2025:** New ActiveNet account information will be emailed to all users.

**List New Customer Information:**

- **New Adult Customer Information (Each Adult will need to fill out a separate application)**  
*[Choose 1 -  Will be designated as Head of Household or  Requesting to be attached to a family – approval needed by Head of Household: \_\_\_\_\_]*

First Name	Last Name	Resident Status		Verified By:
		<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident	

*Must present (1) photo identification (ID) with first and last name:*

- Driver’s License                     
  Government ID                     
  Passport / Passport Card

**AND**

*Must present (1) Resident Verification with name and address (Must be current – Within 30 days):*

**Note: Non-Resident applicants do not need this second requirement.**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Mortgage or Lease Papers | <input type="checkbox"/> Lease Papers                  | <input type="checkbox"/> Tenancy Agreement    |
| <input type="checkbox"/> Pay Stub                 | <input type="checkbox"/> Utility Bill                  | <input type="checkbox"/> Vehicle Registration |
| <input type="checkbox"/> Financial Statement      | <input type="checkbox"/> Government Assistance Program | <input type="checkbox"/> Insurance Document   |



# City of Carson

## 2025 ActiveNet – New Customer Form



➤ **Minor(s) – Additional Customer Information (Immediate Family Only):**

<b>1</b>	<b>First Name</b>	<b>Last Name</b>	<b>DOB</b>	<b>Verified By:</b>

*Must present (1) identification (ID) with first and last name and date of birth:*

**Note: Parent(s)/Legal Guardian(s) listed on Birth Certificate / Court Documents must be present.**

- Birth Certificate                       Court Documents

<b>2</b>	<b>First Name</b>	<b>Last Name</b>	<b>DOB</b>	<b>Verified By:</b>

*Must present (1) identification (ID) with first and last name and date of birth:*

**Note: Parent(s)/Legal Guardian(s) listed on Birth Certificate / Court Documents must be present.**

- Birth Certificate                       Court Documents

<b>3</b>	<b>First Name</b>	<b>Last Name</b>	<b>DOB</b>	<b>Verified By:</b>

*Must present (1) identification (ID) with first and last name and date of birth:*

**Note: Parent(s)/Legal Guardian(s) listed on Birth Certificate / Court Documents must be present.**

- Birth Certificate                       Court Documents

<b>4</b>	<b>First Name</b>	<b>Last Name</b>	<b>DOB</b>	<b>Verified By:</b>

*Must present (1) identification (ID) with first and last name and date of birth:*

**Note: Parent(s)/Legal Guardian(s) listed on Birth Certificate / Court Documents must be present.**

- Birth Certificate                       Court Documents

<b>5</b>	<b>First Name</b>	<b>Last Name</b>	<b>DOB</b>	<b>Verified By:</b>

*Must present (1) identification (ID) with first and last name and date of birth:*

**Note: Parent(s)/Legal Guardian(s) listed on Birth Certificate / Court Documents must be present.**

- Birth Certificate                       Court Documents

<b>6</b>	<b>First Name</b>	<b>Last Name</b>	<b>DOB</b>	<b>Verified By:</b>

*Must present (1) identification (ID) with first and last name and date of birth:*

**Note: Parent(s)/Legal Guardian(s) listed on Birth Certificate / Court Documents must be present.**

- Birth Certificate                       Court Documents



# City of Carson

## 2025 ActiveNet – New Customer Form



Please fill out the information below to create the new ActiveNet profile:

**Name:**

First Name	Last Name

**Address:**

Street Address		
City	State	Zip Code

**Mailing Address:**

Street Address		
City	State	Zip Code

**Contact Information:**

<b>Home Phone Number</b>	
<b>Work Phone Number</b>	
<b>Cell Phone Number</b>	
<b>Do you agree to receive text messages?</b>	

<b>Email Address</b>	
----------------------	--

**Personal Information:**

Gender	Date of Birth (DOB)

**Customer Type:**

<input type="checkbox"/> Resident?	<input type="checkbox"/> Non-Resident?	<input type="checkbox"/> Head of Household?	<input type="checkbox"/> Receive city updates via email?
------------------------------------	--	---	--



**City of Carson**  
**2025 ActiveNet – New Customer Form**



(Continued) - Please fill out the information below to create the new ActiveNet profile:

**In Case of Emergency, contact:**

First and Last Name	Relation

Home Phone Number	
Cell Phone Number	
Work Phone Number	
Other	

**Security Information:**

Login Name (Email)	Password
	Will be provided via email starting April 21, 2025

**Notes:**

Notes
Medical Alerts
General Alert (Staff Use Only)

**THANK YOU FOR SUBMITTING THE 2025 ACTIVENET – NEW CUSTOMER FORM. SHOULD YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT:**

[CarsonActiveNet@carsonca.gov](mailto:CarsonActiveNet@carsonca.gov),  
 Carson Corporate Yard, (310) 847-3570, or Carson Event Center, (310) 835-0212

\*\*\* STAFF USE ONLY \*\*\*

Print Name	Initial	Date