



Metropass Bus Card Replacement form

Sample form only. Actual form is available from:

FACILITIES MANAGEMENT DIVISION
50 Sherburne Avenue, Room G-10
St. Paul, MN 55155
651.201.2300

between the hours of 7:00 a.m. and 4:30 p.m., Monday-Friday

REQUEST FOR REPLACEMENT OF METROPASS BUS CARD

NAME	
DEPARTMENT/DIVISION	WORK TELEPHONE NUMBER
OLD CARD NUMBER	NEW CARD NUMBER

I request that a replacement Metropass bus card be issued to me. I understand that there is a \$20.00 charge for the replacement of the first lost/missing Metropass bus card and \$40.00 for the second within the one-year contract.

Upon receipt of this new Metropass bus card, I agree to immediately return my lost Metropass bus card should I find it in the future. Any willful use of a Metropass reported as lost will be treated as theft and may lead to: 1) suspension or cancellation of Metropass privileges; 2) criminal charges imposed by Department of Public Safety, Capitol Security, and/or 3) employer notification of the incident.

SIGNATURE	DATE
-----------	------