



# Metropass Bus Card Replacement form



*Sample form only. Actual form is available from:*

**PLANT 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

<b>NAME</b>	
<b>DEPARTMENT/DIVISION</b>	<b>WORK TELEPHONE NUMBER</b>
<b>OLD CARD NUMBER</b>	<b>NEW CARD NUMBER</b>

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 an 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.

<b>SIGNATURE</b>	<b>DATE</b>
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