



# 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 \$5.00 charge for the replacement of the Metropass bus card.

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
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