



# REDUCED FARE ID APPLICATION FORM

**For Persons Age 65 and Older**

The holder of a Topeka Metro Reduced Fare ID Card is entitled to pay a reduced fare (using cash, cards, or passes) for fixed route bus service. This card does not entitle the holder to Lift paratransit services. **The Reduced Fare ID Card MUST be shown to the operator upon boarding the bus.**

## **Eligibility**

The fixed route Reduced Fare Program is designed for:

- Persons with disabilities
- Medicare recipients
- Persons age 65 and older
- Low income individuals
- Persons age 5 through 18

This application is specifically for those who are age 65 and older. There is a different application for persons with a disability, Medicare recipients, or low income. An application is not required for youth ages 5 through 18.

## **To apply for a reduced fare ID card**

1. Applicants must complete the Reduced Fare ID Application Form for persons age 65 and older. All information received will remain confidential.
2. Verification of age is required. Documents accepted for this are: driver's license, Kansas ID, or birth certificate. If the document provided is not a photo ID, a second form of ID with a photo will also be required. A copy of all documents must be attached to the application.
3. When completed, return the form and required documents to:  
Topeka Metro Quincy Street Station  
820 SE Quincy  
Topeka, KS 66612

## **Issuing the card**

1. Topeka Metro will process Reduced Fare ID applications in a timely manner upon receiving the properly completed forms.

2. You will need to have your Topeka Metro Reduced Fare photo ID card made at Quincy Street Station, 820 SE Quincy. You will be required to show any required identification at that time in order to have your card created. New photo ID cards are issued from 8:00 a.m. to 5:30 p.m. Monday through Friday.
3. When possible, if a fully completed application is brought to Quincy Street Station, it will be processed while you wait. However, you may also call ahead at 785-783-7000 for an appointment to reduce your waiting time. If the application form is sent in by mail, the application will be held on file until the applicant comes to Quincy Street Station to have their card created.

## **Cost**

The initial card is free of charge. A \$2.00 fee will be charged for any Reduced Fare ID Card replaced within the first year of issuance.

## **Card Replacement**

1. Report lost or stolen cards immediately to Topeka Metro by calling 785-783-7000.
2. To receive a replacement Reduced Fare ID Card, the cardholder must fill out a Replacement Application form available at the Quincy Street Station or by calling 785-783-7000 to receive one by mail. Or, download the form at [www.topekametro.org](http://www.topekametro.org).
3. Submit your Replacement Application and \$2.00. The request will be processed, and a replacement card will be issued. You may be asked to come into Quincy Street Station to have a new photo taken.

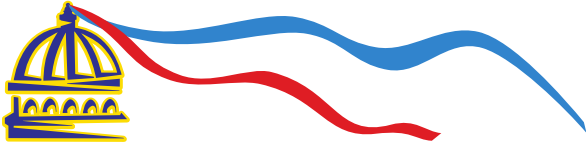
## **Guidelines**

In accordance with official policy, Topeka Metro reserves the right to determine qualifications for special fare programs. A Reduced Fare ID Card will not be issued if the applicant fails to provide Topeka Metro with properly completed application forms, picture identification, certification of proof of disability or correct payment for replacement cards.

A Reduced Fare ID Card is not to be loaned to or borrowed by others. Topeka Metro reserves the right to confiscate a Reduced Fare ID Card which has been used improperly. A fee of \$30 will be charged for the replacement of confiscated cards.

## **Questions**

If you have questions regarding certification for Reduced Fare eligibility or procedures for obtaining a Reduced Fare ID Card, call customer service at 785-783-7000.



# REDUCED FARE ID APPLICATION FORM

## TOPEKA METRO

For Persons Age 65 and Older

### To be completed by applicant

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_ Apt \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Persons age 65 and older:** Complete this form and bring in a document verifying your age (driver's license, Kansas ID, birth certificate). If this document is not a photo ID, you must also bring an ID with your photo. Copies of documents must be attached to the application.

**I AGREE TO** the release of information to Topeka Metropolitan Transit Authority (Topeka Metro) for the purpose of obtaining reduced fare eligibility certification. I hereby certify information on this form is true and desire the Reduced Fare ID Card for my personal use only. I understand my Reduced Fare ID Card is not transferable to other persons and that Topeka Metro reserves the right to determine qualifications for issuing cards in accordance with terms and conditions stated. I give Topeka Metro permission to verify information provided on this form.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Return to:** Topeka Metro  
820 S.E. Quincy  
Topeka, KS 66612

<b>Office Use Only:</b>
Received: _____
Notification: _____
Card Number: _____
Identification Provided: _____
_____