

APPLICATION FOR OC TRANSPO ACCESS PASS DISCOUNT

1. To be completed by the person requesting the pass. PLEASE PRINT CLEARLY

Accessible formats and communications supports are available upon request. For assistance completing this form, please call 613-741-4390.

Name: _____
First Name **Last Name**

If you have an existing Presto card registered in your name, please provide:

Date of Birth: ____/____/____
Year Month Day Presto Card: **312401**

Address: _____
Street City Ontario Province Postal Code

Home Phone: _____ Cell Phone: _____ E-Mail: _____

Preferred Method of Contact for approval notice: Mail Home phone E-mail

Para Transpo Customer Number: _____ **MANDATORY** Permanent Temporary: _____
End Date

2. General Information and Terms and Conditions

The Access Pass is available to registered Para Transpo customers. Only one monthly pass per customer will be sold, and only one Presto card with an Access Pass concession can be held by a customer. Passes are non-transferable. The Access Pass is not available on ParaPay.

How to apply:

If you have an existing Presto card **registered in your name**, you can apply:

- A. **By Phone:** Make sure you have your Para Transpo Customer Number on hand and call 613-741-4390 to apply for the Access Pass discount. Customers who are Deaf or who have hearing loss can use the relay service offered by their service provider or call 711 with a TTY to contact OC Transpo.
- B. **By Mail or Fax:** This completed form may be sent by mail to **OC Transpo, Attn: Access Pass Discount Program, 925 Belfast Road, Ottawa, ON, K1G 0Z4**, or by fax to 613-842-3653.

If approved, your Access Pass Discount will be set on your Presto card remotely, and you will be notified by your preferred method of contact. Please allow **up to 10 days for processing** (plus mailing time for Option B).

Note that you also can purchase a Presto card through any vendor, ticket machine or online and register it **in your name** at www.prestocard.ca and then follow Options A or B above.

Otherwise:

- C. **In Person:** Bring a completed Presto registration form in person to an **OC Transpo Customer Service Centre (CSC)** to purchase a Presto card with an Access Pass Discount applied immediately OR you can purchase a Presto card through any vendor, ticket machine or online and register it **in your name** at www.prestocard.ca and then follow Options A or B above.

The following will need to be presented in person to receive the Access Pass Discount:

- a) Completed Application Form
- b) Registered Presto Card: When purchasing a new Presto card, a \$6 card fee (subject to change) will apply and at some locations a minimum fund purchase is required. For mailed or faxed applications, provide a Presto card number **registered in your name** above.
- c) Photo ID (in person only): For in person, a valid photo identification (which may include employer ID, age of majority card, valid driver's license, passport, citizenship card) or a guarantor form (available on octranspo.com) must be provided.

The Access Pass Discount will provide you with eligibility to purchase a monthly Access Pass. The Access Pass will be valid as full fare on all OC Transpo conventional bus routes and the O-Train. The Access Pass would provide a one-third discount for regular trips made on Para Transpo, with the customer paying the balance in cash, but is not valid for a discount on rural zone trips.

For further information, please contact OC Transpo at 613-741-4390 or e-mail accessibility@octranspo.com. Customers who are Deaf or who have hearing loss can use the relay service offered by their service provider or call 711 with a TTY to contact OC Transpo. You may also visit our web site at www.octranspo.com.

Personal information on this form is being collected by OC Transpo and will be maintained for the purpose of administering the OC Transpo Access Pass Discount program. The information will be used for verifying your Para Transpo eligibility status for issuing the Access Pass Discount. Questions regarding the collection of information may be addressed to: accessibility@octranspo.com or call OC Transpo at 613-741-4390.

OC Transpo reserves the right to cancel a Presto card when deemed necessary based upon eligibility requirements. Only one Presto card with an Access Pass Discount may be held by a customer at any given time. Presto cards with an Access Pass Discount are not transferable and can only be used by the applicant on this form. If a Presto card with an Access Pass Discount is lost or stolen, the customer will be responsible to cancel the card and transfer to a new unregistered card. Form completion and submission is required every two (2) years.

By checking the box below and entering or signing my name, I have read and understood the terms and conditions for the Access Pass Discount as set out above and will abide by them.

Terms and Conditions Read and Understood Customer Name: _____ Date: _____

3. For use by OC Transpo for In-Person Discount Setting

Date of Issue: _____ Card Registered?: OR Registration form completed?
NEW: **REPLACEMENT:** **RENEWAL:** **Concession Expiry Date:** _____

Employee Name: _____ **Location:** _____

Please ensure all fields are legible and completed in full.

November 2020