

RTD ECO PASS AUTHORIZATION FORM

*This form must be on your company letterhead to be valid.
Use BLUE or RED ink to complete this form — NO BLACK*

Circle One: NEW PASS LOST STOLEN DAMAGED NAME CHANGE

(Temporary workers, contract employees, interns, volunteers, and seasonal employees, etc., are not eligible)

Date: _____ (If date exceeds 30 days, photo will not be taken.)

Please issue an Eco Pass to:

Employee: _____

Company: _____

Authorized by: _____

Signature Required (Original no copies or stamps)

Printed Name

Phone

Is this employee terminating his/her employment?

____ Yes _____ Date of Termination

____ No

Photo Locations

Denver

RTD Administrative Offices

1600 Blake Street

Tuesday: 10:00 a.m. – 1:00 p.m.

Thursday: 12:00 p.m. – 3:00 p.m.

Boulder

RTD Boulder Transit Center

1400 Walnut Street

Monday: Noon – 4:00 p.m.

Wednesday: Noon – 4:00 p.m. (September – February only)

Denver International Airport (DIA)

Level 5

Wednesday: 12:30 p.m. – 1:45 p.m.

Notes:

- The busiest time for photo taking is during lunch hour in which employees need to allow for a 20- to 30-minute wait.
- You must complete and submit this original form and current driver's license or photo I.D. for all pass requests.
- All fees are payable to RTD by check or money order only; sorry, no cash or credit cards will be accepted.
- The first-time **lost pass** replacement fee is \$25.00; the second-time lost pass replacement fee within the same calendar year is \$50.00. The pass will not be replaced if it is lost for a third time within the same calendar year.
- For **stolen pass** replacement, provide a copy of the original police report with a case, report or incident number. The fee will be \$5.00 for the first time and \$50.00 for the second time within the same calendar year. The pass will not be replaced if it is stolen for a third time within the same calendar year. Without a copy of the original police report, the replacement fees are same for a lost pass replacement.

Photos will not be taken on New Years Eve, New Years Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve or Christmas Day.