

# College/Vocational TAP Card Application

The College/Vocational TAP Card Program makes it easier for passengers in college or vocational school to qualify for reduced fares on TAP-participating transit operators in Los Angeles County. Reduced fare TAP cards automatically enroll qualified applicants in the TAP Balance Protection Program. Call 1.866.TAPTOGO for more information.

## APPLICATION INSTRUCTIONS

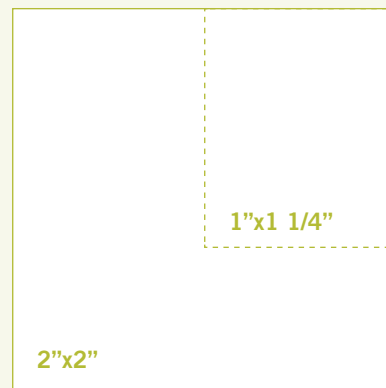
- > All applicants are required to complete **SECTIONS I, II** and **III** of this application and provide a copy of a valid photo ID.

## SECTION I – PHOTO SPECIFICATIONS

- > Please staple a 2"x 2" or 1"x 1 1/4" photo inside the box. All applications with photos that do not adhere to the guidelines listed below will not be processed.

### STAPLE PHOTO INSIDE BOX

- > Full face photo only
- > Photo size 2"x 2" or 1"x 1 1/4"
- > No hats or sunglasses
- > Photo must fit in space provided (cut to size)
- > Photo must be on photo paper not photocopy paper



## SECTION II – APPLICANT INFORMATION (TO BE COMPLETED BY APPLICANT)

_____ Last Name	_____ First Name	_____ Middle Name/Initial
_____ Street Address		_____ Apt #
_____ City   State   Zip	_____ Birth Date	_____ Telephone Number
_____ Name of School		
_____ Street Address		_____ City   State   Zip

## SECTION III – ELIGIBILITY CRITERIA & DATES TO APPLY

Qualified applicants may submit applications for a College/Vocational TAP card at any time during their current school term. Applications received after August 10 will receive a card that expires in March of the following year. Applications received after February 10 will receive a card that expires in October of the same year.

Both undergraduate and graduate students must be enrolled in an accredited school in Los Angeles County for a minimum of 12 units or 12 hours of in-classroom study per week for a minimum of 3 consecutive months. If you are enrolled in a summer program that meets for less than 3 months and/or 12 units, you can still qualify only if you met the eligibility requirements in the preceding spring term. If this is the case, both summer and spring documents must be submitted with this application.

Applicants must include one of the following documents listed below proving eligibility along with a valid photo ID or photocopy of photo ID if applying by mail. *Note: Document must indicate start and end dates for the classes.*

- \_\_\_\_\_ Current registration/fee receipt, which includes school term, the class schedule and units.
- \_\_\_\_\_ Computer printout showing enrollment units and/or in-classroom hours. This document must be stamped by the registrar's office.
- \_\_\_\_\_ Current contract or agreement between yourself and the school showing enrollment units and in-classroom hours.
- \_\_\_\_\_ Current registration form or enrollment certificate, showing enrollment units and/or in-classroom hours.
- \_\_\_\_\_ Letter on school letterhead containing the original signature of a school official, verifying the start and end dates, and indicating the total number of units and/or days and hours of attendance. Photocopies of school letters will not be accepted.

See back for more information.

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I understand that I may lose the use of my Reduced Fare TAP card if I misuse the card, or if I mark, tag or damage transit agency property. I hereby certify that the information provided above is true and correct.

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Applicant Signature

Date

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### SUBMITTING YOUR APPLICATION

A completed application ready for submission contains the following:

- > A non-refundable \$1 application fee. If applying by mail, please send check or money order made payable to Metro.
- > A current 2" x 2" or 1" x 1 1/4" full-face photo (no hats or sunglasses) stapled to box in **SECTION I**.
- > A completed application form: **SECTIONS I, II and III** for all applicants.
- > Photocopy of valid photo ID, i.e. driver's license, state ID, school photo ID or passport.
- > Proof of full-time enrollment.

Submit your completed application packet in person to any of the following Metro Customer Centers listed below or mail to:

- > Metro Reduced Fare Office  
Mail Stop 99-PL-4  
One Gateway Plaza  
Los Angeles, CA 90012-2952

College/Vocational TAP cards will be mailed to eligible applicants after verification has been completed. Normal processing time is 20 business days for applications dropped off at a Metro Customer Center. Please allow additional time for mailed applications.

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### CUSTOMER CENTERS (ACCEPTING COLLEGE/VOCATIONAL TAP CARD APPLICATIONS)

#### Metro Customer Center

##### Baldwin Hills

3650 Martin Luther King Bl  
Ste 101B  
Los Angeles, CA

#### Metro Customer Center

##### East Los Angeles

4501 B Whittier Bl  
Los Angeles, CA

#### Metro Customer Center

##### Union Station/ Gateway Plaza

One Gateway Plaza  
Los Angeles, CA

#### Metro Customer Center

##### Wilshire

5301 Wilshire Bl  
Los Angeles, CA

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### LOST, STOLEN OR DESTROYED TAP CARDS

- > Call TAP Service Center immediately at 1.866.TAPTOGO (827.8646) to report a lost, stolen or destroyed TAP card.
- > Pay a non-refundable, nominal replacement fee.

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Due to the recent overwhelming demand for reduced-fare eligible TAP cards, please allow 6-8 weeks for application processing and delivery. Once you receive your TAP card, you can load monthly passes online, over the phone or at any participating TAP retail location.

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### MORE INFORMATION

Visit [metro.net/reducedfares](http://metro.net/reducedfares).

1.213.680.0054