

Replacement ID Request Form

FOR MCT IDS WHICH HAVE BEEN LOST, STOLEN OR DAMAGED

Effective March 1, 2016, Madison County Transit (MCT) is transitioning all Free Ride IDs to contactless smartcards. As a result, MCT will have the ability to replace IDs that have been lost, stolen or damaged (for a replacement fee), and de-activate the old ID. To request a replacement ID, please follow the instructions below:

Step 1: Fill out the request form below. Please print clearly and include all information requested.

Step 2: Prepare payment of replacement fee. The fee is \$10.00 for the first replacement and \$20.00 for each subsequent replacement. Checks should be made payable to: "Agency for Community Transit."

Step 3: Mail this Replacement ID Request Form and a check to **ACT**:

Agency for Community Transit
Attention: ID Replacement
1 Transit Way
Pontoon Beach, IL 62040

DO NOT MAIL CASH.

Step 4: Please allow 3-5 business days for processing. Replacement IDs can be mailed to the address provided or issued in person. Please indicate how you would like to receive the replacement ID. MCT does not issue temporary replacements.

PLEASE COMPLETE THIS FORM. PLEASE PRINT CLEARLY AND INCLUDE ALL INFORMATION REQUESTED.

Name: _____ Date of Birth: _____ / _____ / _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Type of ID that is being replaced (check one below):

Senior Half Fare ADA Paratransit Benefits Access Senior Select

Method in which you'd prefer to receive your replacement ID (check one below):

US Mail In Person at MCT Main Office In Person at ID Distribution Session

BELOW THIS LINE FOR OFFICE USE ONLY

Date Received: _____ Payment Amt. Received: _____ ID Issue Date: _____

Number of Replacement: _____ MCT Agent: _____