



Pass Office Date: _____

TRANSIT PASS APPLICATION (Represented Agreement)

NOTE: This Application may only be submitted by Active LIRR Represented Employees (TCU; IAM; BRS; IRSA; NCFO; SMART Y; SMART SMW; SMART Transportation; IBEW; BLE&T)

Section A: Applicant Complete: (Please Print/Incomplete Forms Will Not Be Processed:

Last: _____ First: _____ M.I. _____

Title: _____ Employee #: _____ BSC ID #: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Section B: Terms and Conditions of Use (Applicant – Please read thoroughly and sign):

- Members of the bargaining units above may avail themselves of free passage on the NYC Transit system. Such privileges shall only be used by the employees covered by this agreement and may not be shared or transferred. NYC Transit Passes are not valid for transportation on any other service provider.
- The NYC Transit Pass is the exclusive property of the MTA; it must be displayed when requested and must be surrendered upon demand by an authorized representative. The Pass is neither a guarantee of transportation nor a guarantee of a seat. All Pass Holders are required to surrender their seats if seats are unavailable for revenue – paying customers or at the request of uniformed MTA Train personnel or an authorized MTA manager.
- The Pass is provided to users for their exclusive use, must be in their possession and may be revoked at any time; it will be considered forfeited and will be confiscated if presented by another person or if alteration is made on the Pass. Users are obligated to safeguard their Pass. Willful misuse will result in suspension and/or revocation of transportation privileges. Violation of this section may result in disciplinary action, including dismissal from service and/or criminal prosecution pursuant to the appropriate state statutes. User releases MTA from any liability from injury, death or damages arising in connection with use of this Pass. Acceptance and use of this Pass may be deemed a taxable event.

Lost/Stolen Passes

- Employees must immediately notify the Office of Security (718) 558-8200 of a lost or stolen Pass. To obtain a replacement Pass, a Lost/Stolen Property Affidavit (Attachment B) must be submitted.
- Lost Pass - A \$25.00 non-refundable penalty fee will be imposed for the first loss of a Pass. The second loss of a Pass (within a calendar year) will result in the suspension of free transportation privileges for the remainder of the Pass validation year.
- Stolen Pass - An official police report must be filed and a copy of the receipt containing the report number must be provided for a stolen Pass. There is no penalty for a stolen Pass. Pass must be returned to LIRR Pass Office upon request or separation.

I hereby affirm that the information provided in Sections A and B of this application is complete and accurate and that I have thoroughly read and understand the Terms and Conditions of Use set forth herein.

Employees Signature: _____

Section C: Pass Office Use Only:

Approved (check one) Yes No

Pass Number Issued: _____

LIRR/NYCT TABLES updated and completed by: _____

Reviewed by: _____

Date: _____