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

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

Please issue an Eco Pass to:

Employee: _____

Company: _____

Authorized by: _____
Signature Required Printed Name Phone

Is this employee terminating his/her employment?

Decal #: _____

_____ 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: 8:00 a.m. – Noon (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 only payable to RTD by check or money order; sorry, no cash or money orders 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 within the same calendar year and $50.00 for the second time. 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.