

# 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 MCT:

Madison County Transit  
Attention: MCT ID Replacement  
One Transit Way  
PO BOX 7500  
Granite City, 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

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**BELOW THIS LINE FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Payment Amt. Received: \_\_\_\_\_ ID Issue Date: \_\_\_\_\_

Number of Replacement: \_\_\_\_\_ MCT Agent: \_\_\_\_\_