



# INSTRUCTIONS ON HOW TO APPLY

For a Reduced Fare Identification Card

To avoid a delay in processing of the identification card, this application must be completed in its entirety. **PHOTOCOPIED OR FAXED SIGNATURES ARE NOT ACCEPTED.**

## Which form to use:

### 1. Use the Reduced Fare Identification Automatic Approval Eligibility Form if you are:

If you have been issued one of the following identification cards:

- Medicare Identification Card (white card with red and blue stripes)
- Department of Motor Vehicles (DMV) Disabled Person Plate or Disabled Person Card
- Braille Institute Identification Card
- Disabled Veteran Service-Connected Identification Card
- Other Transit Agency Disabled Identification Card (not a DMV card)

### 2. Use the Reduced Fare Identification Long Form if you have a Doctor's authorization or are in a Special Education Program

Complete ALL SECTIONS on page 1 and SECTION VII on page 2.

- If your eligibility is approved by **Orange County Behavioral Health**. Your application will be submitted to OCTA by Behavioral Health's Special Services Coordinator or Case Manager.
- If your **Doctors Authorization** is needed, you must have a letter of authorization to your health care professional for completion. Any of the professional listed at the top of Page 5 in Section IX of the application may certify your eligibility for the OCTA Reduced Fare Identification Card. Mail the completed application to the address located below.
- If you are a student in an elementary, middle or senior high school and are currently enrolled full-time in a **Special Education Program**, you must have the School Psychologist or Special Education Coordinator complete SECTION VI (Certification of Disability). Mail the completed application to OCTA at the address located below.

After your application and all information is verified, and if your application is approved, you will receive an Automatic Approval Form from OCTA which includes instructions on how to obtain your identification card. There is no fee the time your photo is taken. The fee for RFID cards is \$4.00.

If your application is denied, you will receive written notification from OCTA that will include a statement of reason(s) for the denial. You may appeal OCTA's denial of your eligibility by submitting a written appeal to OCTA within 14 days of the date of the denial notice from OCTA. You must explain the reason(s) for your request for a review and reconsideration of your application.

For questions regarding this application, please call (714) 560-5596 - Monday through Friday, 8:00 a.m. to 2:00 p.m.

Mail to: **OCTA RFID / PO Box 14184 / Orange / California 92863-1584**