

# K-12 Student TAP Card Application

The K-12 TAP Card Program makes it easier for passengers in grades K-12 to qualify for reduced fares on TAP-participating transit operators in Los Angeles County. Reduced fare TAP cards automatically enroll qualified applicants in the TAP Balance Protection Program. Call 1.866.TAPTOGO for more information.

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## APPLICATION INSTRUCTIONS

- > All K-12 applicants are required to complete **SECTIONS I** and **II** of this application.
- > Photo ID or school ID may be required for pass purchase on TAP for Students in grades 9-12.

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## SECTION I – APPLICANT INFORMATION (TO BE COMPLETED BY APPLICANT)

_____	_____	_____
Last Name	First Name	Middle Name/Initial
_____		_____
Street Address		Apt #
_____	_____	_____
City   State   Zip	Birth Date	Telephone Number
_____		
Name of School		
_____		_____
Street Address		City   State   Zip

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## SECTION II – ELIGIBILITY CRITERIA

Complete appropriate grade level information below.

- Student 9-12  
*Student 9-12 TAP cards are only valid **when accompanied by a current school photo ID or other valid photo ID.***

- > Please indicate grade of current enrollment: \_\_\_\_\_ (for example: 9th grade)
- > Please indicate month of promotion to next grade. This is the last month of your *current* school year: \_\_\_\_\_ (for example: June)

- Student K-8  
*Students K-8 are not required to carry a school photo ID with their TAP card.*

- > Please indicate grade of current enrollment: \_\_\_\_\_ (for example: 5th grade)
- > Please indicate month of promotion to next grade. This is the last month of your *current* school year: \_\_\_\_\_ (for example: June)

Both K-8 and 9-12 students must be enrolled in an accredited elementary, junior high or high school in Los Angeles County.

Applicants must include one of the following documents listed below.

- \_\_\_\_\_ Current report card (photocopy)
- \_\_\_\_\_ Current valid school ID (photocopy)
- \_\_\_\_\_ Computer printout showing enrollment units and/or in-class schedule (photocopy)
- \_\_\_\_\_ Letter on school letterhead containing the original signature of a school official

See back to complete application.

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## DATES TO APPLY

Qualified K-12 applicants may submit applications for a K-12 Student TAP card at any time during the year. This TAP card will expire upon 8th or 12th grade graduation (as appropriate) or every three years (whichever occurs first).

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## SUBMITTING YOUR APPLICATION

A completed application contains the following items:

- > A completed application form: **SECTIONS I** and **II** for all applicants.
- > One of the following documents:
  - \_\_\_\_\_ Photocopy of current report card
  - \_\_\_\_\_ Photocopy of current valid school ID
  - \_\_\_\_\_ Photocopy of class schedule and/or printout showing enrollment units
  - \_\_\_\_\_ Letter on a school letterhead with original signature of school official

Submit your completed application packet in person to any of the following Metro Customer Centers listed below or mail to:

- > TAP Service Center  
PO Box 811310  
Los Angeles, CA 90081

Student TAP cards will be mailed to eligible applicants after verification has been completed. Normal processing time is 20 business days for applications dropped off at a Metro Customer Center. Please allow additional time for mailed applications.

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I understand that I may lose the use of my Reduced fare TAP card if I misuse the card, or if I mark, tag or damage transit agency property. I hereby certify that the information provided on reverse is true and correct.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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## METRO CUSTOMER CENTERS (ACCEPTING STUDENT TAP CARD APPLICATIONS)

### Metro Customer Center Baldwin Hills

3650 Martin Luther King Bl  
Ste 101B  
Los Angeles, CA

### Metro Customer Center East Los Angeles

4501 B Whittier Bl  
Los Angeles, CA

### Metro Customer Center Union Station/Gateway Plaza

One Gateway Plaza  
Los Angeles, CA

### Metro Customer Center Wilshire

5301 Wilshire Bl  
Los Angeles, CA

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## LOST, STOLEN OR DESTROYED TAP CARDS

- > Call TAP Service Center immediately at 1.866.TAPTOGO (827.8646) to report a lost, stolen or destroyed TAP card.
  - > Pay a non-refundable, nominal replacement fee.
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## MORE INFORMATION

Visit [metro.net/reducedfares](http://metro.net/reducedfares).

1.213.680.0054