

Affordable Bus Pass Third Party Authorization Form



An affordable bus pass holder may authorize an individual to purchase their affordable bus pass up to **four times per calendar year**. A form must be submitted with payment each time.

Please note: An affordable bus pass applicant must appear in person with their approval letter and their valid government-issued photo identification in order to purchase their first affordable bus pass.

Affordable Bus Pass Holder Information:

Name of pass Holder: _____

Street Address: _____ Apt/Unit Number: _____

GUELPH, ON Postal Code: _____ Primary Phone #: _____

Authorization:

I, _____ hereby authorize _____
Print full name of bus pass holder Print full name of authorized person

to purchase my affordable bus pass. I understand the documents used in this transaction may contain my personal information.

Signature of affordable bus pass holder

Date

Collection of Personal Information

The information on this form will be kept safe at the City. The City follows the Municipal Act, 2001, and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. Your information will be used to qualify you for the Affordable Bus Program and to send you updates about any program changes. Your personal information will not be used or disclosed without your express written consent. If you have questions about your information on this form, please call the Program Manager, Information, Privacy and Elections, City of Guelph, 519-822-1260 x 2605.

Instructions for the Affordable Bus Pass Holder:

Attach a clear photocopy of your valid government-issued **photo identification** e.g. driver's licence, or photo health card. These photocopies will be kept confidential by the City of Guelph. The name and information on your ID must match the affordable bus pass holder information you provide on this form.

Instructions for the Authorized Third Party purchasing the pass:

- Bring the following with you to purchase the affordable bus pass:
- this form (completed by the affordable bus pass holder)
 - a clear photocopy of the affordable bus pass holder's government-issued photo identification
 - your own valid government-issued photo identification to verify your identity.

FOR CITY OF GUELPH OFFICE USE ONLY

Type of Photo ID provided by the authorized third party picking up the affordable bus pass:

Verified by Customer Service Representative: _____ Date: _____

City of Guelph Staff – Please forward this completed form and attached photocopy to;
Affordable Bus Pass, Community Investment, City Hall Do not keep a copy on hand

To request this document in an alternate format please contact the Accessibility Services,
519-822-1260 ext. 2670. TTY 519-837-5688

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