

# TRANSIT AND PARKING PASS PROGRAM FOR VETERANS

## Application Form



☐ **PARKING** PASS APPLICATION

☐ **TRANSIT** PASS APPLICATION

☐ **Annual Renewal**  
Complete section A

☐ **New Applications**  
Complete section A&B

### SECTION A This section must be completed for all applications

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Province:** Guelph, ON **Postal Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Age category**                      18-24                      25-44                      45-64                      65 and older

### SECTION B This section must be completed for all NEW applications

Please provide copies of ONE of the following documents as proof of service. Please note that these documents must be in English or French or accompanied with a certified translation of the document.

- ☐ A. Canadian Forces Certificate of Service or Discharge Certificate (both sides) or equivalent for Merchant Navy and Allied Forces
- ☐ B. Veterans Affairs Canada – Health Identification Card
- ☐ C. If currently serving, a letter from applicant's home unit confirming type of service, receipt of Canadian Decoration or 3 years of paid duty
- ☐ D. If police personnel, a letter from the applicant's police service confirming his/her involvement in a NATO operation or a United Nations (UN) peacekeeping mission
- ☐ E. Statement of service or discharge certificate showing service in Vietnam during Vietnam War in the United States forces or the forces of its allies during this war and proof of Canadian Citizenship at the time of service

### SECTION C This section must be completed for NEW Transit Pass applications only

Please answer the following questions:

1. Do you currently use Guelph Transit's conventional buses?	Yes	No
<i>If you answered yes, please answer questions 2 to 4 only. If you answered no, please answer question 5 only.</i>		
2. How do you currently pay your bus fare? <i>Select all that apply</i>	cash fare	tickets
3. In a typical week, how many times do you use Guelph Transit? <i>Select one only.</i>	1 – 2	3 – 4
4. What is your primary purpose when you use Guelph Transit? <i>Select all that apply</i>	Work/ Volunteer	Shopping
5. What is your primary mode of transportation? <i>Select one only</i>	Car	Carpool

## Notice of Collection

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 for this program and to send you updates about program changes from time to time. If you have questions about your information on this form, please call the Information, Privacy and Records Co-ordinator, City of Guelph, 519-822-1260 x 2439.

## New Applicants

**To apply for a Transit Pass for Veterans** you must bring your completed application form and supporting documentation (i.e. copy of current utility bill or a current rental/lease agreement to verify Guelph address) to Guelph Transit's Administration Office for processing. Please be advised that your photograph will be taken and included on your Guelph Transit Veterans' Bus Pass.

**To apply for a Parking Pass for Veterans** you must bring your completed application form and supporting documentation (i.e. copy of current utility bill or a current rental/lease agreement to verify Guelph address) to Guelph Parking's Administration Office for processing.

## Existing Applicants

**If you are an existing Guelph Transit Pass for Veterans pass holder**, you can mail, fax, or drop-off your completed application form at Guelph Transit's Administration Office or ServiceGuelph in City Hall.

**If you are an existing Parking Pass for Veterans pass holder**, you can mail, fax, or drop-off your completed application form at ServiceGuelph in City Hall. You must be a Guelph Resident to qualify.

**Existing pass holders can change their pass type once per year, between October 1 and November 30.** Pass holders will be required to complete this application form and bring it and their current pass to the Parking Office to switch to a parking pass, or to the Transit Administration Office to switch to a transit pass. Switching from a parking pass to a transit pass mid-year may be permitted if there are validated extenuating circumstances (e.g. loss of driver's licence). Please contact Transit Administration for more information.

## Please initial each statement and sign where indicated

\_\_\_\_\_ The statements made on this application are, to the best of my knowledge, complete and accurate. I understand that approval of this application depends upon verification that the applicant is a veteran and meets all other criteria. If approved, I consent to having my name and contact information provided to other City of Guelph departments for administration purposes.

\_\_\_\_\_ I acknowledge that the FREE Parking Pass for Veterans is valid for use only at City of Guelph municipal downtown off-street parking facilities, at on-street parking meters and at the Guelph Public Library. Applicable fees must be paid on private property, at off-street meters and lots at the General Hospital.

\_\_\_\_\_ I understand and will comply with the statements above, and acknowledge receipt of a copy of the "Transit and Parking Pass Program for Veterans Terms and Conditions."

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date of Application*

### Guelph Transit Administration Office

170 Watson Rd. S.  
Guelph, ON N1L 1C1  
T: 519-822-1811  
TTY: 519-826-9771  
F: 519-822-1322  
E: [transit@guelph.ca](mailto:transit@guelph.ca)  
W: [guelphtransit.ca](http://guelphtransit.ca)

### City of Guelph Parking Office

1 Carden Street  
Guelph, ON N1H 3A1  
T: 519-822-1260 x 2883  
F: 519-822-1750  
E: [operations@guelph.ca](mailto:operations@guelph.ca)  
W: [guelph.ca/parking](http://guelph.ca/parking)

### FOR OFFICE USE ONLY

Date of approval:

Pass number:

Processed by:

Comments:

# TRANSIT AND PARKING PASS PROGRAM FOR VETERANS

## Terms and Conditions

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**The Transit and Parking Pass Program for Veterans will provide free access to Guelph Transit or to free parking at select lots in the City of Guelph.** Program participants will be required to complete an application form and verify their eligibility as per the requirements listed below, and adhere to the listed program and specific pass conditions.

The Transit Pass for Veterans is valid for use on Guelph Transit conventional and mobility services buses and may not be used on any other municipal, provincial or federal transportation systems.

The Parking Pass for Veterans is valid for use only at City of Guelph municipal downtown off-street parking facilities, at on-street parking meters and at the Guelph Public Library. Applicable fees must be paid on private property, at off-street meters and lots at the General Hospital

### ELIGIBILITY REQUIREMENTS

Applicants are required to show proof of service by providing a copy of ONE of the following documents:

- Canadian Forces Certificate of Service or Discharge Certificate (front and back) or equivalent for the Merchant Navy and Allied Forces
- Veterans Affairs Canada Health Identification Card
- if currently serving, a letter from applicant's home unit confirming type of service, receipt of Canadian Decoration or three years of paid duty
- if police personnel, a letter from the applicant's police service confirming his/her involvement in a NATO operation or a United Nations (UN) peacekeeping mission
- statement of service or discharge certificate showing service in Vietnam during Vietnam War in the United States forces or the forces of its allies during this war and proof of Canadian Citizenship at the time of service

Documents must be in English or French or accompanied by a certified translation of the document

**Note:** To qualify for the Transit/Parking Pass Programs, applicants **MUST** be a resident of the City of Guelph. Supporting documentation such as a copy of a current utility bill or a current rental/lease agreement must be provided.

### PROGRAM CONDITIONS

- A qualified individual may apply for either an annual Transit Pass **or** an annual Parking Pass but may not participate in both programs at the same time<sup>A</sup>.
- A qualified individual who wishes to participate in one of the programs must sign up for that program for a period of one year.
- Passes are valid from December 1<sup>st</sup> to November 30<sup>th</sup> of the following year and must be renewed annually.
- The Transit Pass and Parking Pass for Veterans is non-transferable and may only be used by the pass holder.
- The City reserves the right to confiscate any pass under this program that is used inappropriately (e.g. used by someone other than the pass holder). Misuse of the pass may result in suspension of the applicant's registration in the program.

## **PARKING PASS CONDITIONS**

- The parking pass must be clearly displayed on your rear-view mirror. Failure to do so may result in the issuance of a Parking Infraction notice.
- This pass is for the use of parking space only. The City assumes no responsibility whatsoever for loss or damage due to fire, theft, collision, or otherwise to the vehicle or its contents.

## **TRANSIT PASS CONDITIONS**

- The Transit Pass must be clearly shown to the driver when boarding a Guelph Transit vehicle
- The Transit Pass for Veterans is valid for use on Conventional Transit Service and, for qualified registrants<sup>B</sup>, on Guelph Transit Mobility Services.

## **HOW TO APPLY**

### New Applicants

Effective April 1, 2011, all new applicants are eligible to have either a Veterans Parking Pass OR a Veterans Transit Pass.

- To apply for a Transit Pass for Veterans you must bring your completed application form and supporting documentation to Guelph Transit's Administration Office for processing. Please be advised that your photograph will be taken and included on your Guelph Transit Veterans' Bus Pass.
- To apply for a Parking Pass for Veterans you must bring your completed application form and supporting documentation to the City of Guelph Parking Office for processing.

### Existing Applicants

- If you are an existing Guelph Transit Pass for Veterans pass holder, you can mail, fax, or drop-off your completed application form at Guelph Transit's Administration Office or ServiceGuelph in City Hall.
- If you are an existing Parking Pass for Veterans pass holder, you can mail, fax, or drop-off your completed application form at ServiceGuelph in City Hall.

**Existing pass holders can change their pass type once per year, between October 1 and November 30.** Pass holders will be required to complete this application form and bring it and their current pass to the Parking Office to switch to a parking pass, or to the Transit Administration Office to switch to a transit pass. Switching from a parking pass to a transit pass mid-year may be permitted if there are validated extenuating circumstances (e.g. loss of driver's licence). Please contact Transit Administration for more information.

The application form for the Transit and Parking Pass Program for Veterans is available at the following locations:

- Guelph Transit Administration Office, 170 Watson Road South
- ServiceGuelph, City Hall, 1 Carden Street
- Red Chevron Club, 34 Elizabeth Street
- Royal Canadian Legion, 919 York Road
- Army Navy & Air Force Veterans Club, 32 Gordon Street

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<sup>A</sup> Effective April 1, 2011, all new program applicants are eligible to have either a Parking Pass OR a Transit Pass. Pass holders who were issued a "Lifetime Transit Pass for War Veterans" will continue to be eligible to apply for the parking pass while retaining their transit pass.

<sup>B</sup> Mobility Services is a specialized transit service offered by Guelph Transit for persons with mobility limitations. Qualification in the Transit Pass for Veterans program does not result in automatic qualification for Mobility Services. More information on Mobility Services, including qualifications and application forms, can be found online at [guelphtransit.ca](http://guelphtransit.ca).