

APPLICATION FOR MAIL DELIVERY

REDUCED-FARE STUDENT PHOTO OPUS CARD



ELIGIBILITY

A photo OPUS card is required to benefit from fare reductions on transit passes and tickets granted to anyone who meets the eligibility criteria set out in the applicable regulations of the public transit agency ("transit agency") to which the request is submitted.

TO RECEIVE A REDUCED-FARE STUDENT PHOTO OPUS CARD, PLEASE SEND THE FOLLOWING BY MAIL:

- 1** Your original Reduced-fare student photo OPUS card application for mail delivery form, fully completed:
- **Section 1:** to be filled out by the applicant
 - **Section 2:** to be filled out by the institution
 - **Section 3:** payment – to be filled out by the applicant

No photocopy or hard copy of your school attendance certificate from your student portal will be accepted. The official seal of your school must be issued directly on this form.

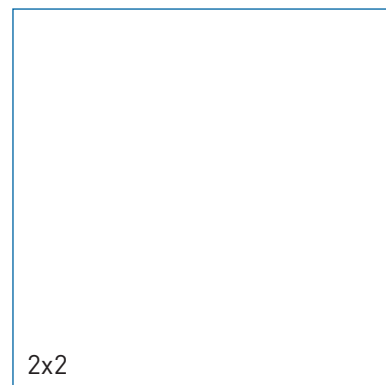
- 2** **An original, recent, passport-style photo of your face:** size 2 x 2.

Photocopies are not accepted. No hat or sunglasses in photo.

- 3** **A photocopy of one of the following government-issued IDs in French or English:** health insurance card, driver's licence, passport, permanent resident card or asylum seeker document.

This photocopy will be returned to you. Student cards are NOT eligible forms of ID.

- 4** **Payment:** See Section 3 of application form.



Applicant's signature:

Or signature of parent or guardian if applicant is 13 years old or younger

PLEASE SEND YOUR DOCUMENTS TO THE FOLLOWING ADDRESS:

Photo studio: Reduced-fare OPUS card

1717 Berri Street, Local Gc-r400, Montréal, QC H2L 4E9

Applications will be processed within seven business days of the date it is received at our offices.

CHOOSE ONE : First application Renewal Lost card**SECTION 1: TO BE FILLED OUT BY THE APPLICANT**

Last name: First name:
As provided by the MES or MEQ and as shown on eligible piece of identification *As provided by the MES or MEQ and as shown on eligible piece of identification*

Date of birth:
year/month/day

Address: Apartment:

City: Postal code:

Phone number: Email address:

For security reasons, you will be required to answer an authentication question when your card is issued.

Transit agencies reserve the right to verify a student's status over the course of the school year and to revoke their fare reduction if they are no longer eligible. As such, I consent to my educational institution transmitting any information necessary to verify my student status to the transit agency.*

In this document, you will find the text regarding the use of personal information entitled INFORMATION CONCERNING THE APPLICATION OF THE ACT RESPECTING ACCESS TO DOCUMENTS HELD BY PUBLIC BODIES AND THE PROTECTION OF PERSONAL INFORMATION (CQLR, c. A-2.1).

Applicant's signature: Date :
Or signature of parent or guardian if applicant is 13 years old or younger *year/month/day*

SECTION 2 (PART 1): TO BE FILLED OUT BY THE INSTITUTION – ONLY IF SECTION 1 IS COMPLETE

Applicants ages 16* and over must have this section filled out by their educational institution recognized by the ministère de l'Éducation (MEQ) or the ministère de l'Enseignement supérieur (MES).

Name of educational institution:

Address:

City:

Postal code: Phone number:

SECTION 2 (PART 2: TO BE FILLED OUT BY THE INSTITUTION – ONLY IF SECTION 1 IS COMPLETE)

"I hereby certify that this person is a **full-time** student as per our educational institution's criteria and in accordance with the Act respecting financial assistance for education expenses. To the best of my knowledge, the above information is correct."

For the school officer in charge: all fields must be filled out or the form will not be accepted.

Student's permanent code:

MEQ or MES
organization code:

Signature of school officer
in charge:

Date:

year/month/day

Apply seal or stamp of educational institution here.

Original only. No photocopies accepted.

This form is valid for 30 days after the date of authentication by the institution, after which time it expires and can no longer be used.

* 19 and over for the Réseau de transport de la Capitale.
* 23 and over for the Société de transport de Lévis.

SECTION 3: PAYMENT – TO BE FILLED OUT BY THE APPLICANT

Please use one of the following payment methods.

Cash is not accepted.

Ages 6-11: \$6

Ages 12-64: \$15

Bank transfer

Account holder information:

Legal last name: Legal first name:

Email address:

Please send your bank transfer using the following information:

- Email address: serviceopus@gestiontermico.com
- Security question: Service • Security answer: Cartepopus

OR

Personal cheque/money order/bank draft

Please mail with your application form. **Make payment out to Gestion Termico.**

A NOTE ABOUT RENEWALS:

If the old photo ID OPUS card is still loaded with valid fares:

- 1-trip, 2-trip, 10-trip, Unlimited Evening, 1-day, Unlimited Weekend, 3-day, weekly, 4-month: Students must use the fares or go to a service point to transfer these fares onto their new card, or the fares will expire at the same time as the old card.
- Monthly: Students must use their old cards until the end of that month. They can then begin loading reduced-fare monthly passes onto their new cards.

INFORMATION CONCERNING THE APPLICATION OF THE ACT RESPECTING ACCESS TO DOCUMENTS HELD BY PUBLIC BODIES AND THE PROTECTION OF PERSONAL INFORMATION (CQLR, C. A-2.1)

1. A photo OPUS card is considered a personalized OPUS card. Personal information collected for the purpose of issuing a personalized OPUS card is required to verify, grant or renew the status of persons eligible to obtain and use a personalized OPUS card entitling them to fare privileges, or to renew, modify, replace or cancel a personalized OPUS card, as applicable;
2. This personal information is collected by the organization issuing the personalized OPUS card, for its own use, for the Société de transport de Montréal (STM), which is responsible for operating the computerized *Integrated System* of public transit fare sales and revenue collection (the «*Integrated System*») for the benefit of Transit Providers participating in the *Integrated System*;
3. Transit Providers participating in the *Integrated System* are Autorité régionale de transport métropolitain, Réseau de transport de la Capitale, Société de transport de Lévis, Réseau de transport de Longueuil, Réseau de transport métropolitain, Société de transport de Laval and Société de transport de Montréal;
4. The personal information in question will be collected for the following purposes:
 - a) issuing, renewing, modifying, replacing, reactivating or cancelling personalized OPUS cards by Transit Providers participating in the *integrated System*;
 - b) selling fares, collecting public transit revenue and distributing some of this revenue;
 - c) refunding or replacing fares;
 - d) managing the *Integrated System*;
 - e) preventing, detecting or curbing fraud;
 - f) planning public transit services (information used not personally identifiable).
5. The categories of persons who may have access to this personal information while performing their duties for the Transit Providers participating in the *Integrated System* are the following: customer service agents, public transit fare collectors, as well as the Transit Provider's employees and consultants who must review said information in order to perform their duties related to fare sales, revenue collection or public transit revenue distribution, management of the *Integrated System*, or public transit service planning;
6. The personal information in question is collected on a voluntary basis. Public transit users may opt to purchase transit fares loaded on unregistered cards that do not require the collection of personal information or confer any fare privileges;
7. A customer who declines to provide the personal information required to issue a personalized OPUS card or who declines to identify him/herself for the purpose of modifying, replacing, reactivating or cancelling a personalized OPUS card or to obtain a refund or recoup a fare may be refused the requested service or privilege;
8. Any person who has provided personal information for the purpose of obtaining a personalized OPUS card or to have one renewed, modified, replaced, reactivated or cancelled is entitled to review the personal information about them, obtain a copy of it, or request the correction of any inaccurate, incomplete or ambiguous information or information that was collected in violation of the law. To that end, a written request with proof of identification must be sent to the Access to Information officer at the Société de transport de Montréal (STM), who is in charge of operating the computerized system for the *Integrated System*, at the following address:
800, rue De La Gauchetière Ouest, Suite 1170, Montréal (Québec) H5A 1J6.