



Date: May 10, 2013

To: All MTA Long Island Rail Road Retirees

From: Robert M. Murphy, Chief of Security Systems and Services

Re: **LIRR Retiree Transportation Pass Mail-In Program**

I am pleased to advise you that the recently implemented procedure requiring recertification of retiree transportation passes in person has been modified. In response to concerns from our retirees and labor unions and to make the process more accessible to all of our retirees, we have implemented an **optional LIRR Retiree Transportation Pass Mail-In Program**. We have also extended the expiration date of your current passes from **June 1, 2013** until **September 1, 2013**.

Should you choose to renew your transportation pass by mail, you must complete the attached application form. Please refer to the detailed instructions for completing the form that are also attached. Please note that your application form must be **signed and notarized**. You may renew your pass by mail if:

1. Your pass is in your possession and not lost or stolen; and,
2. You use the name on you current pass or can provide legal name change documentation.

If you answer "No" to either of the statements above, you are not eligible for the mail-in program and will have to appear in-person. For those who renew their pass in-person and need to schedule an appointment, the Pass Office hours are Monday through Friday, from 8:00 AM to 3:00 PM. Appointments can be obtained by email (retireepasses@lirr.org) or by calling (718) 558-7413. E-mail is preferred.

If you opt for the Mail-In Program, the following items must accompany your application. Incomplete applications will be returned. Please allow 4 – 6 weeks for processing. Please be sure to get your application in by July 19, 2013, otherwise, you may risk not getting your pass back prior to the expiration date.

1. A copy of your valid State Driver's License or Non-Driver's Identification Card; or a copy of an "Other" Photo ID Card. "Other" Photo ID's must be pre-approved by the LIRR Pass Office.
2. A copy of your marriage certificate or court order; **ONLY**- if your name has changed.
3. A \$6.00 check or money order made payable to: The Long Island Rail Road. Cash will **NOT** be accepted.
4. A recent color Passport-style photograph. (See instructions for photo specifications.)

As indicated above, there is a \$6.00 fee to cover the cost of mailing the pass to you by USPS Certified/Return Receipt Mail. If a retiree and spouse concurrently apply by mail, the fee remains at \$6.00. There is NO fee if you appear in-person.

Please be assured that if you elect not to renew your pass at this time, you will **NOT** lose your pass privileges. You may contact the Pass Office and arrange for an appointment to obtain your new pass on almost any weekday after the new policy goes into effect or you may mail in your application at any point following the current pass expiration date.

