



2009 LOST/STOLEN/DAMAGED ECO PASS/GO PASS CLAIM FORM

EMPLOYEE INFORMATION	
Name	<input type="checkbox"/> University employee <input type="checkbox"/> Hospital, LPCH, or Clinics employee
Email address	Stanford ID number/Hospital file ID*
Stanford address (room, building, mail code)	Phone ()
Home address	
Are you reporting that your Eco Pass/GO Pass was Lost <input type="checkbox"/> 1st time <input type="checkbox"/> 2nd time Stolen - with police report <input type="checkbox"/> 1st time <input type="checkbox"/> 2nd time Police report # _____	Damaged <input type="checkbox"/> 1st time <input type="checkbox"/> 2nd time <input type="checkbox"/> 3 or more times Stolen - without police report <input type="checkbox"/> 1st time <input type="checkbox"/> 2nd time New EcoPass # _____ New GO Pass # _____

* not your badge number - your file ID number is on your timecard or paycheck stub.

PLEASE READ AND SIGN:

- I certify that the information I have given is true and correct. I understand that a copy of this record will be kept on file at Parking & Transportation Services.
- I understand that the Eco Pass/GO Pass is the property of Stanford University and may not be sold or transferred. Use of my Eco Pass/GO Pass by anyone other than myself will be considered theft through appropriation of lost property pursuant to the California Penal Code.
- I understand that no refund will be issued for a pass I have purchased, even if the original is found after being reported lost or stolen.
- Stanford employees who are caught transferring their GO Pass and/or Eco Pass, and individuals who accept a GO Pass and/or Eco Pass that was not issued to them, will face confiscation and potential fines up to \$250 and will immediately forfeit the privilege of receiving future passes and prizes through Parking & Transportation Services.

X _____
 SIGNATURE DATE

LOST, STOLEN, OR DAMAGED GO PASS				LOST OR STOLEN ECO PASS		
Replacement	Lost	Stolen	Damaged	Replacement	Lost	Stolen
First	\$112.75	\$0.00 (with police report) \$112.75 (without police report)	\$0.00	First	\$25.00	\$5.00 (with police report) \$25.00 (without police report)
Second	\$250.00	\$250.00 (regardless of report)	\$0.00	Second	\$50.00	\$50.00 (regardless of report)
Third or more	No replacement available		\$112.75	Third or more	No replacement available	
OFFICE USE ONLY				DAMAGE REPLACEMENT - NO CHARGE		
Replacement Eco Pass/GO Pass issued on (date): _____				Previous Eco Pass # _____ Previous GO Pass # _____		
By: _____ Amount paid: \$ _____				PLACE DAMAGED STICKERS HERE		
Notes: _____						

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Revised 2/09