



Conducting Your Own Senior CharlieCard Event

As a Council on Aging/Senior Center, you can now conduct your own Senior CharlieCard events! This allows you the flexibility to schedule events at your convenience and as often, as would be beneficial to your constituents. To do so, follow the steps below:

1. Take a digital photograph of everyone from the neck up against a solid background.
2. Have each constituent fill out one of the attached "MBTA Reduced Fare CharlieCard Form,".
3. Make a photocopy of the senior's valid RMV issued ID or Passport.
4. Write down the file name of the senior's photo on the IMAGE # line on the "MBTA Reduced-Fare CharlieCard Form."
5. Move all the photos, images, and Government issued ID, and the "MBTA Reduced-Fare CharlieCard Form." to an encrypted zip file.

Instruction on how to create a zip file:

7-Zip is a tool that can help you encrypt your data by compressing it into a secure archive. To encrypt your data using 7-Zip, you can follow these simple steps:

1. Install 7-Zip on your computer if you haven't already.
2. Right-click on the file or folder you want to encrypt.
3. Select "7-Zip" from the context menu, then choose "Add to archive."
4. In the window that opens, you can set a password under the "Encryption" section. Choose a strong password that only you and authorized users know.
5. Click "OK" to create the encrypted archive.

Remember to keep your encryption key (password) safe and share it only with trusted individuals who need access to the data.

Have a representative from your organization email the encrypted zip file of photos, forms, and IDs along with the verification form signed by the representative to www.charliecardstoredept@mbta.com.

6. The CharlieCard will be mailed directly to each senior. It will take anywhere from 2-4 weeks to process the CharlieCard.



Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Gina Fiandaca, Secretary & CEO
Phillip Eng, General Manager



CharlieCard Event Verification Form

To the best of my knowledge, the information presented within the enclosed CharlieCard forms are accurate. I understand that falsifying information to qualify for a Reduced-Fare CharlieCard is strictly prohibited by Massachusetts Bay Transportation Authority policy.

Name of Council on Aging/Senior Center

Representative (Employee) of Council on Aging/Senior Center

Representative's Signature

Date



Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Gina Fiandaca, Secretary & CEO
Phillip Eng, General Manager



MBTA Reduced-Fare CharlieCard Form

IMAGE#: _____

Please provide the following information:

Circle One: Initial or Replacement

First Name:

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Last Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Birth:

--	--	--	--	--	--	--	--	--	--

Mailing Address:

Street Address:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Apt#

--	--	--	--

City/Town:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

State:

--	--

Zip Code:

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Phone: _____

Customer Signature: _____

The information provided by you will only be used by the MBTA and its authorized agents. We will only use this only for customer service purposes, including creating an account for your participation in one of our Reduced Fare Program.



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Massachusetts Department of Transportation