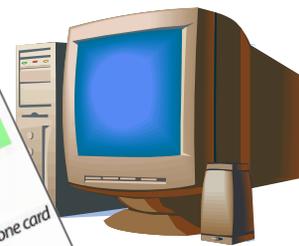


*Private School Student Notice

How to Use Your Student DC One Card



A One Time Only Requirement

1. Get your student DC One Card at a Customer Service Center. After receiving your card in the mail, take it to your Private School ID Administrator to activate your Student DC One Card. Customer Service Centers are located below:
 - One Judiciary Square, 441 4th Street, NW, (202) 727-6030
 - Deanwood Recreation Center and Library, 1350 49th Street, NE (202) 727-0128
 - Wilson Aquatic Center, 4551 Fort Drive, NW, (202) 715-7788
2. Register card online at: www.dconecard.dc.gov/manage
 - Create username and password with your personal e-mail address
 - Complete eligibility requirements for Transit Subsidy Program
 - Print out the "Student Transit Subsidy Eligibility Letter" from the DC One Card website. **Keep this letter in a safe place. You will need it to buy your student fare at the Metro Sales office!**
3. Register your Student DC One Card with WMATA/Metro at: <https://smartrip.wmata.com/Account/Create>. Registering your card will allow Metro to refund your money if your student DC One Card is lost or stolen.
4. Activate the card at a Metrorail station Passes and Farecards machine by tapping the DC One Card and pressing "Cancel Transaction." The card will only need to be activated once.



Unlimited Monthly Pass - \$30
10-Trip Rail Pass - \$9.50
10-Trip Bus Pass - \$7.50

5. Take the activated DC One Card and Student Transit Subsidy Eligibility Letter to a Metro Sales office.
6. After paying the Metro sales clerk, the fare product will be added to the DC One Card and the student can begin using their DC One Card on Metrorail and Metrobus.



NOTE: YOU MUST BRING A COPY OF THE STUDENT'S ELIGIBILITY LETTER AND DC ONE CARD TO THE METRO SALES OFFICE EACH TIME YOU PURCHASE A NEW FARE PRODUCT.

If you purchase a monthly pass, then you have the option to renew and purchase the next month's pass at any Metrorail farecard and passes machine in the District between the **16th and last day of each month** – **no eligibility letter is needed for this transaction.**

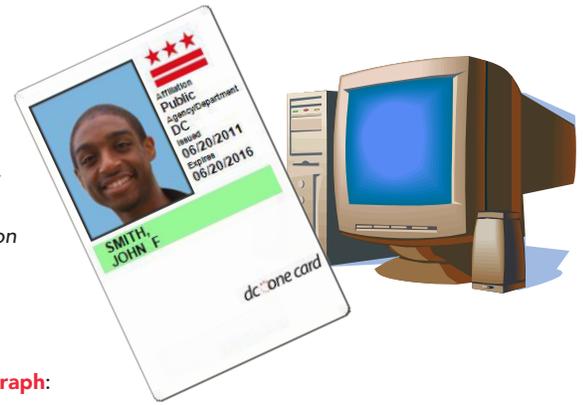
Coming Soon: Students will be able to skip the line and a trip to the sales office by buying passes online! More details coming this fall. For more information about the School Transit Subsidy Program, please call (202) 673-1740 or visit ddot.dc.gov/schooltransitsubsidy



The DC One Card is available to anyone able to provide proof of their identity – see below.

To obtain a card, **you must complete the DC One Card Application and present original proof of identity documents.**

You must provide at least one primary identity document, as listed below, to satisfy proof of identity. District residents will be asked to provide additional proof of residency documentation if not established through the original proof of identity, acceptable residency documents are listed below. This is to verify that the applicant is eligible to receive in-state privileges when offered at participating agencies (e.g., *DC Public Libraries, Parks & Recreation Centers*). We regret that we cannot accept photocopies or scanned documents. We will not retain copies of this documentation.



Proof of Identity

Primary Identity Documents (one required) – **must be original, valid and contain a photograph:**

1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
2. US Passport or Passport Card
3. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
4. Current school ID card with a photograph*
5. Voter's registration card that contains a photograph
6. US military card or draft record that contains a photograph
7. Military dependent's ID card
8. US Coast Guard Merchant Mariner Card
9. Native American tribal document
10. Driver's license issued by a Canadian government authority
11. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
12. Foreign passport with Form I-94 or Form I-94A bearing the same name as the passport
13. Employment Authorization Document (Card) that contains a photograph (Form I-766)

Instructions for minors without primary identity documentation:

Minors under age 18, who are unable to present a primary identity document, must present one of the alternative documents below (*must be valid and original*):

14. School record or report card
15. Clinic, doctor or hospital record
16. Day care or nursery school record
17. Birth Certificate

Proof of Relationship for Minors – must be valid and original

Minors under age 18 must apply in person with a parent or legal guardian. Parents/guardians must present proof of their identity and present one of the following documents to provide evidence of their relationship to the minor applicant:

- Minor's Birth Certificate with parent name
- Adoption Decree with adopting parent name
- Court Order establishing custody with parent name

DC Residency Documents Accepted (one required) – **must be valid and original**

- Utility bill (Water, Gas, Electric, Oil or Cable) with name and address, issued within the last forty-five (45) days
- Pay stub – issue date within the past forty-five (45) days; showing withholding of DC taxes for the current tax year
- Bank statement – issue date within the past forty-five (45) days, with current DC home address
- Notarized Lease or Rental agreement with the name of the applicant listed as the lessee, permitted resident or renter – issued within the last 12 months
- DC Property Tax bill – issued within the last 12 months and is the complete original document
- Homeowners or Renters Insurance policy – issued within the last 12 months, reflecting name and address
- Letter or Card from Court Services and Offender Supervision Agency (CSOSA) or DC Department of Corrections certifying name and residence
- Current documentation of financial assistance received from DC government (TANF, Medicaid SCHIP, housing assistance) – issued within forty-five (45) days

****School ID must have name, date of birth and gender** – per Federal Real ID Act. We recognize the District of Columbia, various states and other municipalities have different school ID formats. Since DCPS and some other school jurisdictions do not print the required DOB and gender on school IDs, another form of identity documentation will be required in these cases.