



## 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. Save each file with the naming format “first name last name photo, “for example “Jane Doe application”.
2. Have each constituent fill out one of the attached “MBTA Reduced Fare CharlieCard Form”, scan or photograph each form, and save each file with the naming format.
3. Scan photograph of the senior’s valid RMV issued ID or Passport and save each file with the naming format “first name last name “.
4. Write down the file names of the senior’s photo and identification document on the IMAGE # line on the “MBTA Reduced-Fare CharlieCard Form”.
5. Move all the photos, 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.
6. 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 [CharlieCardStoreDept@MBTA.com](mailto:CharlieCardStoreDept@MBTA.com).
7. The CharlieCard will be mailed directly to each applicant. It will take anywhere from 2-4 weeks to process the CharlieCard.

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



Maura Healey, Governor  
Kimberley Driscoll, Lieutenant Governor  
Monica Tibbitts-Nutt, Secretary & CEO  
Phillip Eng, General Manager & CEO



## 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  
Monica Tibbits-Nutt, Secretary & CEO  
Phillip Eng, General Manager & CEO



## MBTA Reduced-Fare CharlieCard Form

IMAGE#: \_\_\_\_\_

Circle One: Initial or Replacement

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt# \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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.**