



## General Information

The designation of Half-Fare is the name assigned to a category of customers who are eligible to receive up to a 50% discount of the cash fare upon boarding fixed route services OR a discounted price on selected HRT's fare media/passes. The actual fare discount received when using one of the available Half-Fare fare media will be determined by the number of rides used during the valid time period. The objective of the Half-Fare Program is to provide reduced fares on fixed route services for seniors, people with disabilities or Medicare cardholders in compliance with the Federal Transit Administration's Half-Fare requirements (Code of Federal Regulations, Title 49, Subtitle B, Chapter Vi, Part 609). Although not required by the previously cited code, HRT has extended the Half Fare category to include Youth who are ages 17 and under.

In order to receive the Half-Fare discounts when using HRT's services, individuals must show proof of eligibility as detailed below. **Only Persons with Disabilities are required to obtain an HRT Half-Fare ID in order to receive the Half Fare discounts.** However, for ease in boarding, all eligible individuals wishing to receive the Half-Fare discounts are encouraged (but not required) to obtain an HRT Half-Fare ID.

The information on this application will be kept confidential by the professionals involved in evaluating the individual's eligibility. HRT may contact the physician or licensed health care provider indicated on this form to verify the disability. **There is no cost to the applicant for the initial Half Fare ID or Youth ID card; however, if the card is lost, stolen or damaged, a replacement card will be issued at a cost of \$15, cash only.** The HRT Half Fare ID is to be used exclusively by applicant. Allowing others to use it is prohibited, and will result in the immediate loss of privileges.

## Eligibility

**Seniors or Persons with Disabilities** means those individuals who, by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability, including those who are non-ambulatory wheelchair-bound and those with semi-ambulatory capabilities, are unable without special facilities or special planning or design to utilize mass transportation facilities and services as effectively as persons who are not so affected.

**Medicare Cardholders** means those individuals who have been issued a Medicare card, regardless of age or disability.

**Youth** means those individuals who by reason of age have not reached legal adult status. Once the adult age of majority (18) is obtained, the individual is no longer considered a youth for this designation, regardless of school status.

### Who is not eligible?

People whose sole incapacity is pregnancy, obesity, acute or chronic alcoholism or drug addiction, or have a contagious disease. Financial need is NOT a consideration.

## **Required Proof of Eligibility When Boarding**

1. **Seniors (Age 65 and older)**
  - a. State issued driver's license showing qualifying age, or
  - b. State issued non-driver's ID card showing qualifying age, or
  - c. Medicare card with a matching photo ID, or
  - d. HRT Half-Fare ID
2. **Medicare Cardholders**
  - a. Medicare card with a matching photo ID, or
  - b. HRT Half-Fare ID
3. **Persons with Disabilities**
  - a. HRT Half-Fare ID, or
  - b. HRT ADA Card with a matching photo ID
4. **Youth (Age 17 and under)**
  - a. State issued driver's license showing qualifying age, or
  - b. State issued non-driver's ID card showing qualifying age, or
  - c. HRT Half- Fare ID

### **Accepted forms of Photo Identification**

- State-issued driver's license or non-driver ID, or
- Valid (non-expired) passport, or
- Current Employee ID

## **Guidelines for Completing the Half-Fare ID Application**

1. **Persons with Disabilities**
  - a. Upon completion of all required sections, return to HRT to process the application. You **MUST** bring one of the above listed forms of Photo Identification.
  - b. All applicants must provide one valid Passport Photos to be used for the ID.
  - c. Applications received without a valid Passport Photo will not be processed.
  - d. HRT may contact the health care professional or the Veteran's Administration for verification. e. HRT makes the final eligibility determination.
2. **Medicare Cardholders**
  - a. Bring valid State-issued photo ID and Medicare Card.
3. **Seniors or Youth**
4. Bring valid photo ID showing proof of age under 18 years.
5. **Persons with Disabilities**
6. An HRT representative will process your application and, if additional information is needed, you will be instructed to return within 5 to 10 days for completion.

## Passport Photo Requirements

### You must provide one passport photos with your application

The processing of your Half-Fare ID application may be delayed if you do not submit a passport photo that meets the requirements below. To avoid processing delays, we recommend you use a professional passport photo service.

More information may be found at:

<https://travel.state.gov/content/passports/en/passports/photos/photos.html>

### Your passport photos must be:

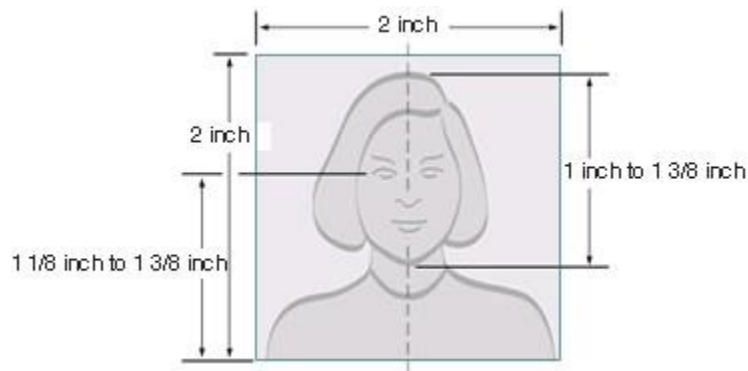
- In color
- Printed on matte or glossy photo quality paper □ 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head. View the Passport Photo Composition Template below for more size requirement details.
- Taken within the last 6 months to reflect your current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Taken in clothing that you normally wear on a daily basis:
  - Uniforms, clothing that looks like a uniform, and camouflage attire should not be worn in photos except in the case of religious attire that is worn daily.
  - You may only wear a hat or head covering if you wear it daily for religious purposes. Your full face must be visible and your head covering cannot obscure your hairline or cast shadows on your face.
  - Headphones, wireless hands-free devices or similar items are not acceptable in your passport photo.
  - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your passport photo. Glare on glasses is not acceptable in your passport photo.
  - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required).

To see examples of acceptable and unacceptable passport photos, please see the passport [Photo Examples](#) below or go to <http://travel.state.gov/content/passports/english/passports/photos/photo-examples.html> page. Photos copied or digitally scanned from driver's licenses or other official documents are not acceptable. In addition, snapshots, magazine photos, low quality vending machine or mobile phone photos, and full-length photographs are not acceptable.

## Passport Photo Composition Template

- Make sure the passport photo presents the full head from the top of the hair to the bottom of the chin □ Center the head with the frame
- The person in the passport photo should have a neutral expression and be facing the camera

## Paper Photo Head Size Template



Actual Size \_ Photo must fit this box

- Passport photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm – 35 mm) from the bottom of the passport photo

## Well Composed Passport Photo Composition Examples



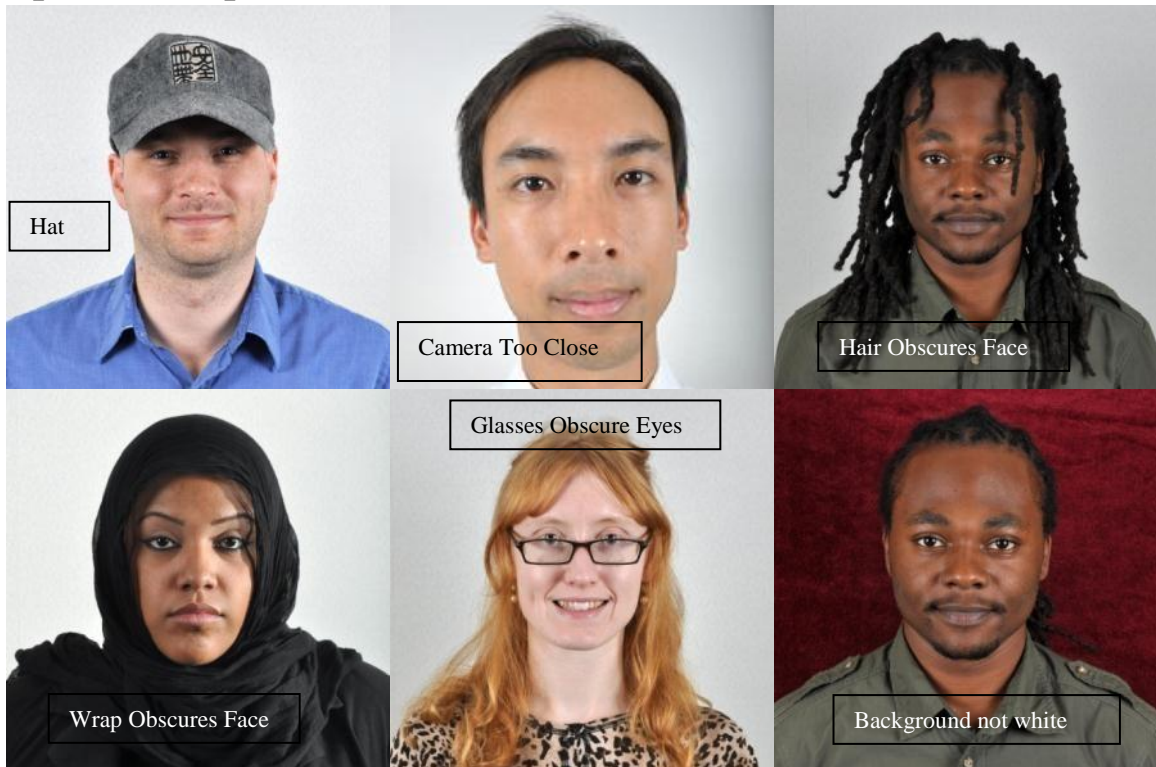
## Passport Photo Examples

The Do's and Don'ts of U.S. Passport Photography: Submitting a high-quality photograph is an important part of an HRT Half-Fare ID application. Please review the below for examples of both acceptable and unacceptable passport photos. Keep in mind: size, expression, head position, background, print quality, and anything that might obscure the face (hair, shadows, glare on glasses, etc).

## Acceptable Passport Photos



## Unacceptable Passport Photos



# Half-Fare Application

*For HRT Use Only*

Date of Issue \_\_\_\_\_

Issued By \_\_\_\_\_

## Reduced Fare Application

### Instructions to Applicant:

Please complete the top part of this form. Have your physician complete the bottom part and return it to one of the locations listed below along with your picture, and your State ID or Drivers License.

**There is no cost for the initial reduced fare ID card.**

**Replacement ID cards will cost \$15.** If this is an application for a replacement reduced fare ID card, please return the completed form, along with your picture, your State ID or Drivers License and \$15. Once approved, the ID card will allow you to ride the Hampton Roads Transit system for a reduced fare.

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

I certify that all the information above is true and correct. I agree to use the ID card issue under this program for the purpose intended. I understand this ID card is not transferrable.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Instructions to Physician/Authorized VA Employee:

If your patient meets the criteria described below, please complete the bottom of the form.

#### Physician/Authorized VA Employee Certification

I certify that the above-named individual has a permanent or temporary disability\*. The expected duration of the disability is:

Permanent \_\_\_\_\_ Temporary (Max 6 Mo.) \_\_\_\_\_ Temp ID Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yy

Physician/VA Employee's Signature: \_\_\_\_\_ VA Claim # \_\_\_\_\_

Physician/VA Employee's Name (Typed or Printed) \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Physician's ID # \_\_\_\_\_

\*Veteran is certified disabled as follows under provision of Virginia Law.