

**EMPLOYEE
SEATTLE CENTRAL COLLEGE
ORCA REPLACEMENT REQUEST**

A lost/stolen/misplaced SCD-issued ORCA Card may be replaced by paying a replacement fee of **\$10**. It is **VITAL** that you **report this missing as soon as possible, in order that we "turn off" this card to prevent someone else from using it.** For FT staff with an Annual card, please complete this form, bring to Transportation offices (BE1143) then take to cashier's office to pay for your replacement ORCA Card, then return to the Transportation Office with your receipt and we will issue another card. For PT staff with a quarterly card, please complete this form and bring to Transportation offices, then take to cashier to pay for the replacement, and you can receive the card directly from the Cashier.

EMPLOYEE ORCA CARD REPLACEMENT REQUEST

QUARTER (circle one): FALL WINTER SPRING SUMMER YEAR: _____

NAME: _____ SID#: _____ - _____ - _____
 Last First

I declare that my SCD-issued ORCA Card has been lost/stolen and hereby requesting a replacement. I understand that the false representation of the loss, fraudulent use, possession of, or complicity in the use of a lost/stolen/misplaced pass may lead to suspension of my participation/privilege in the college transportation program.

SIGNATURE: _____ DATE: _____

TRANSPORTATION SERVICES OFFICE USE ONLY

REPLACEMENT ORCA#: _____ AMOUNT CHARGED: _____

TRANSPORTATION OFFICE SIGNATURE: _____

DATE: _____

SCC - TRANSPORTATION SERVICES * 1701 BROADWAY, SEATTLE, WA 98122 *
206-934-3202 / 6932