



BNSF Railway Company
3001 Lou Menk Drive
Ft. Worth, TX 76131-2828

SUBJECT: Application for Rail Travel Privilege Card

Dear Applicant:

Attached is an application (Form 90) for a Rail Travel Privilege card on Amtrak. Please complete all applicable areas and return to:

BNSF Railway Company
Amtrak Pass Desk
3001 Lou Menk Drive.
Bldg A – Finance
Ft. Worth, TX 76131-1322

If this application is for a *Surviving Spouse* (Widow/Widower) of a railroad employee, please include a copy of the Death Certificate for the employee.

Please provide accurate and legible information when filling out this form. Incomplete forms will take longer to process. If you have questions about the Amtrak Form 90, please refer to the Q&A sheet included. If you have additional questions, please contact the Amtrak Pass Desk at (817) 352-4983. Please note, line 23 is signed in this office by the Senior Manager.

Please allow 4 to 6 weeks for processing after submission of your application.



Application for Rail Travel Privilege Card and Change Request

Non-Amtrak employees/retirees/widow(ers), and Amtrak widow(ers), only.

Instructions for completing this form are on the reverse side.

1. Application Type: (check one)
 Initial Issue Lost Stolen Damaged Change or Correction (explain):

2. Application Date: (mo/day/year) / /

3. Applicant Social Security Number: - - 4. Prior Social Security Number: - -

5. Applicant Name: (First, MI, Last) 6. Applicant Date of Birth: (mo/day/year) / /

7. Applicant Street Address: City:

State or Province: Zip+4 or Postal Code: Country (if not USA):

8. Telephone number (include area code): 9. E-mail address:

For Widow(er) Applicants only

10. Name of Deceased Spouse: 11. Social Security Number of Deceased Spouse: - -

Current Railroad/Terminal Company Employment Data:

12. Status: (check one) Active Furloughed Leave of Absence Retired Widow(er)

13. Current Railroad/Terminal Company Employment Date: (mo/day/year)
From: / / To: / /

14. Retirement Date: (mo/day/year) / /

15. Current Employer ICC:

16. Current Railroad/Terminal Company Name: 17. Division/Department:

Previous Railroad/Terminal Company Employment Data:

18. Previous Employment Dates: (mo/day/year)
From: / / To: / /

19. Previous Employer ICC on April 30 1971:

20. Railroad/Terminal Company Employer on April 30, 1971:

Home Road Designation for Participating Terminal Company Employees Only:

21. Home Road ICC: 22. Home Road Designation:

23. Travel Privileges are requested for the Spouse and Dependents listed below, based on the following documents, copies of which I have attached.
Do not send original documents because they cannot be returned.
 Birth Certificate Marriage Certificate IRS 1040 Other (specify) _____

Name (First, MI, Last)	Date Of Birth (mo/day/year)	Total Disability	Relationship to Applicant	Type of Action	School Name	Expected Graduation Date mo/yr	School Registrar Phone No. & Ext.
	/ /	N/A	Spouse	<input type="checkbox"/> Addition <input type="checkbox"/> Correction <input type="checkbox"/> Deletion	N/A	N/A	N/A
	/ /	<input type="checkbox"/>		<input type="checkbox"/> Addition <input type="checkbox"/> Correction <input type="checkbox"/> Deletion		/	Ext. - -
	/ /	<input type="checkbox"/>		<input type="checkbox"/> Addition <input type="checkbox"/> Correction <input type="checkbox"/> Deletion		/	Ext. - -
	/ /	<input type="checkbox"/>		<input type="checkbox"/> Addition <input type="checkbox"/> Correction <input type="checkbox"/> Deletion		/	Ext. - -
	/ /	<input type="checkbox"/>		<input type="checkbox"/> Addition <input type="checkbox"/> Correction <input type="checkbox"/> Deletion		/	Ext. - -
	/ /	<input type="checkbox"/>		<input type="checkbox"/> Addition <input type="checkbox"/> Correction <input type="checkbox"/> Deletion		/	Ext. - -

Applicant Certification:

24. I hereby certify that the above information is true and complete to the best of my knowledge.

Applicant Signature: _____

Date: (mo/day/year) - / /

Employer Certification:

25. I hereby certify on behalf of the employer listed below that I have verified the validity of current and prior employment and that the listed applicant, spouse and dependents, if any, are eligible for rail travel privileges. **Do Not Forward Support Documents to Amtrak Travel Services.**

Certification Signature: _____

Title: Senior Manager

Railroad or Terminal Company: BNSF Railway

Certification Officer: Tim Miller

Date: / /

Location: 3001 Lou Menk Dr. Ft Worth, TX 76131

Instructions:

- This form is for freight railroad employees/dependents/retirees/widows/widowers, and Amtrak widows/widowers, only.
- Complete all areas of this form except sections 15, 19, 21, and 25. (These will be completed by your employing railroad.)
- **Send this form to the Certification Officer at your employing railroad. Do not send it to Amtrak.**
- The Certification Officer will complete the appropriate sections, verify your employment information, sign the form, and send it to Amtrak.
- Amtrak employees/retirees, update your information through the Amtrak Benefits Service Center, 800-481-4887. Do not use this form.
Exception: **Widow(er)s of deceased Amtrak employees:** use this form; send it to Amtrak Travel Services. Call 202-906-3745 for the address.

1. Application Type: Check only one application type. If you check "Change/Correction", a brief explanation is required in the space provided.
2. Application Date: Enter today's date.
3. Applicant Social Security Number: Enter your social security number.
4. Prior Social Security Number, if any: If you had a previous social security number, enter it here.
5. Applicant Name: Enter your first name, middle initial and last name.
6. Applicant Date of Birth: Enter your birth date.
7. Applicant Address: Enter your current mailing address. If it is a foreign address, include the country. **An undeliverable mailing address will cause your rail pass to be inactivated. A deliverable address is required for your pass card, and your pass card is required for rail travel privileges.** For USA zip codes, please use the Zip+4 code that applies to your address (example: 94116-1343). You will find this on most utility and credit card bills you receive.
8. Telephone Number: Enter a telephone number where you can be reached if there are questions about your application.
9. E-mail address: Enter your e-mail address, if you have one, where you can be reached if there are questions about your application.
10. Name of Deceased Spouse: Enter the name of your deceased spouse if you are a widow(er).
11. Social Security Number of Deceased Spouse: Enter the social security number of your deceased spouse if you are a widow(er).
12. Current Employment Status: Check only one.
Active.....Active employee of a participating railroad or terminal company
Furloughed.....Furloughed employee of a participating railroad or terminal company
Leave of Absence.....Authorized leave of absence from a participating railroad or terminal company
Retired.....Retired employee of a participating railroad or terminal company
Widow(er).....Widow(er) of a deceased employee or retiree of Amtrak or a participating railroad or terminal company.
13. Current Railroad/Terminal Company Employment Dates: Enter the beginning and ending dates for your current employment. Leave the "to" date blank if you are currently employed. Widow(er)s must enter both a "from" date and a "to" date of the deceased spouse.
14. Retirement Date: If you are a retiree, or if you are a widow(er) of a retiree, enter the retirement date.
15. Current Employer ICC: This code is to be filled in by the Certification Officer.
16. Current Railroad/Terminal Company name: Enter the name of your **current** railroad or terminal company.
17. Division/Department: Enter the name of the division or department that you are employed by or retired from. Widow(er)s must also provide this information, if known.
18. Previous Employment Dates: Enter the beginning and ending dates of your total railroad or terminal company employment, if any, immediately prior to your current employment. Widow(er)s must enter both a "from" date and a "to" date of the deceased spouse.
19. Previous Employer ICC: This code is to be filled in by the Certification Officer, if there is a previous employer name specified in item 20.
20. Railroad/Terminal Company Employer on April 30, 1971: Enter the name of the railroad or terminal company you worked for on April 30, 1971, if any. Widow(er)s must also enter this information of the deceased spouse.
21. Home Road ICC: This code is to be filled in by the Certification Officer, if a home road name is specified in item 22.
22. Home Road Designation: If you are an employee, retiree, or widow(er) of a former employee or retiree of a **participating terminal company** of Amtrak, with a service date on or before April 30, 1971, enter the name of the **Amtrak participating railroad** that you wish to designate as your home road for free transportation privileges.
23. Spouse and Dependents – First Application: Enter the first name, middle initial, last name, and birth dates of all persons you are claiming as eligible for pass privileges. If a dependent is totally disabled, place a check mark (✓) in the column headed "Total Disability" and provide supporting documentation. Enter the relationship of each dependent to the applicant. Leave the "Addition/Correction/Deletion" column blank.
Spouse and Dependents – Update: To add or delete a spouse or dependent, or correct the spelling of a person's name, enter the complete name on the appropriate line. Also, check the appropriate reason "Addition/Correction/Deletion" in this column.
A dependent is a person who meets all of the following criteria:
 - a. He or she is the natural or legally adopted child or stepchild of the applicant, and
 - b. He or she qualifies as a dependent of the applicant under the Internal Revenue Service Regulations for the current tax year.For dependent children aged 19 through 25 who are full-time students, enter the school name, expected graduation date, and the phone number and extension of the school registrar. If you need more space for additional dependents, provide the same information on another application form completing items 3 and 23 only and attach to this form. **COPIES OF ALL SUPPORTING DOCUMENTS MUST BE ATTACHED TO YOUR APPLICATION. DO NOT SEND ORIGINAL DOCUMENTS.**
24. Applicant Certification: You, the applicant, must sign and date the application here. By your signature you are stating that all of the above information you have provided is true and correct to the best of your knowledge. You should also know that U.S. Federal Statute Title 18, Section 660, makes it an Act of Larceny to abuse your pass privileges or for anyone to willfully permit its misuse.
25. Employer Certification: This application must be signed by a person designated as a pass application-certifying officer by your railroad or terminal company. By signing this application, the certification officer certifies the accuracy of the information provided on this form.

Frequently asked questions concerning Amtrak Passes

Reasons for updating an existing Amtrak Pass:

- New address
- Married or divorced
- Widow or Widower
- Change in dependents
- Name change
- Retired
- Expired

Filling out Form 90 and qualifying for Rail Travel Privilege Card:

If you're unsure of any answers when completing Amtrak Form 90, please leave blank. We'll review and complete your application. We may contact you with questions prior to submitting your Form 90 to Amtrak. Please attach a note to your application with further information as to your career history to help with our processing. This information will remain in our Amtrak files.

Q. How do I fill out the Form 90 Application for Rail Travel Privilege Card and Change/Correction Request?

A. Directions are on the back of the Form 90 Application

Q. What if I don't know or remember the exact Employment Dates for lines 11 and 16?

A. Attach a note to your Form 90 Application with the approximate dates, a brief description of your work history years with each railroad and explain any breaks in service. For example: Quit and rehired, disability dates, retirement date, etc.

Q. What are the Employer and Road ICC boxes on lines 13, 17, and 19?

A. These boxes designate the ICC codes for the railroads you've worked for. These are determined by your answers to lines 14, 18, and 20. You do not have to fill in these boxes.

Q. How can I add my spouse to my pass and what information is needed?

A. To add a spouse, complete line 21 on Form 90 Application. On the first line, write the name, date of birth and "Add". A copy of your marriage certificate and spouse's birth certificate must be attached for verification and qualification.

Q. How can I remove an ex-spouse from my pass and what information is needed?

A. To remove a former spouse, complete line 21 on Form 90 Application. On the first line, write the name, date of birth, "Ex-Spouse" and "Delete".

Q. What qualifies a child as a dependent?

A. He or she is the biological, legally adopted or stepchild of the applicant. Grandchildren do not qualify, unless you have legally adopted them. If you add a legally adopted grandchild, a copy of the court orders must be attached for verification and qualification.

Q. Is there an age requirement as to a child/dependent on my pass?

A. Yes, 18 years of age or a full time student. To add or delete a child on Form 90 Application, complete line 21. Write the name, date of birth, "Add" or "Delete", school name, expected graduation date and school registrar phone number and extension. The child must qualify

under the IRS Regulations for the current tax year as a dependent of the applicant. A copy of your IRS form must be attached. If your child was not on your pass previously, a copy of the child's birth certificate must be attached for verification and qualification.

Q. What is needed to add a child, stepchild or legally adopted child to my pass?

A. A copy of the child's birth certificate. If legally adopted, also attach a copy of the court adoption papers.

Q. Is a disabled child/dependent eligible on my pass after the age of 18?

A. Yes. Complete line 21 by writing the name, date of birth, check mark in the column marked "Total Disability" and relation to applicant. Provide supporting documentation.

Q. What if I sign the application on the wrong line?

A. Also sign and date the correct line 22.

Lost, stolen or damaged cards:

Q. How do I get a new card if mine was lost, stolen or damaged?

A. Request an application Form 90, complete, sign and return the form.

Q. Do I have to contact the police to report my pass stolen?

A. Yes. Your Amtrak Travel Privilege Card needs to be protected by you just like a credit card as it is part of your identity and responsibility.

Widow or Widower or Disabled Dependent of a prior employee:

Q. My spouse passed away and our card is no longer good, how do I get a new card?

A. Your deceased spouse must have been hired prior to May 1, 1952 to be eligible for a widow or widower pass. Request an application Form 90, complete, sign and return the form.

Q. I don't know dates of service of my deceased spouse to fill out this application.

A. Your spouse's full name and social security number is necessary on the Form 90 application. Please complete as much of the form as possible and we'll complete the rest. Please provide any work history dates, craft, railroad worked for, etc. as this information will be very helpful.

Q. I'm a disabled dependent of a deceased employee can I still have a pass?

A. No, only a spouse of a deceased employee is eligible.

Other frequently asked questions:

Q. Why am I not eligible for an Amtrak Pass?

A. If employee hired after May 1, 1981, fired, quit or broke railroad connection prior to retirement or quit but rehired back after May 1, 1981.

Q. I've never had a pass, how do I get one?

A. You must have hired out prior to May 1, 1981. Request an application Form 90, complete, sign and return the form. After processed by BNSF Railway and Amtrak, Amtrak will issue your Amtrak Travel Privilege Card.

Q. Can my spouse & dependents have their own pass cards?

A. No. One pass comes from Amtrak in the Employee, retired employee, widow or widower name only. The spouse will have a place on the back of the pass to sign. The coding on the pass will determine the spouse and dependents qualification.

Q. If my spouse or dependents can't have their own cards, can I make a copy to give them to use?

A. No. Only the card holder can carry the pass. Making copies of your pass can be grounds for Amtrak to revoke your pass.

Q. How can I travel separately from my family? How will they be able to travel without a pass card of their own?

A. The card holder is responsible for purchasing the tickets from Amtrak. You can order the tickets to be picked up at another Amtrak Depot by your child or spouse showing their identification. You can order tickets by calling Amtrak at 1-800-424-0224 or visiting www.Amtrak.com.

Q. What can I do if I've been overcharged or wrongfully charged for tickets purchased and travel taken on Amtrak?

A. Contact Amtrak directly at 1-800-424-0224.

Q. We just received our new pass but it has wrong spelling of names, home road or spouse name not shown?

A. Contact Amtrak directly at 1-800-424-0224. Amtrak may request you to send another application Form 90 showing the correction(s) to update their records. In that case, you will need to request a Form 90 application from us, fill it out, state the Amtrak representative whom you spoke to, and the reason(s) for an immediate re-filing.

Q. How do I know what I'm eligible for with my pass and if the codes are correct?

A. Call Amtrak directly at 1-800-424-0224.

Amtrak Discounts and Codes:

Q. Why am I being charged for travel on other roads?

A. Employees and retirees have to pay for travel on all roads other than their home road. If hired after May 1, 1971, the employee receives a 25% discount on all roads including home road.

Q. Why am I not getting unlimited free and free spouse travel?

A. Numerous factors come into play here; a few examples are below:

Did not hire on or before May 1, 1952 with 19 or more years continuous service on April 30, 1971. Did not hire May 1, 1951 through April 30, 1962 with 9 or more years continuous service on April 30, 1971. This is needed for unlimited free spouse.

Q. Had prior free travel why not now?

A. Broken service/first hired prior to May 1, 1971, not accumulative then starts over with rehire date unless the employee had 9 or more years of continuous service on April 30, 1971.

Amtrak Code Examples (Not all):

FFL: Free and Free/Spouse Unlimited free travel on home road, 50% fare over other road off of home road of travel

50% for Dependents

50% off Sleeper car fare with 2 free meals per day per person

FLL: Unlimited free travel on home road, 50% for off of home road, unlimited system wide 50% fare sleeping accommodations, spouse limited to 12 annual free round-trips and unlimited 50% fare applies to home road when the 12 free trips have been utilized.

Definition of Code on your Amtrak Travel Privilege Card:

F F X = breaks down into three separate definitions of privilege coverage's

F The first position F stands for the Employee

F The second position F stands for the Employee's Spouse

X The third position X stands for the Dependents (an X in any position means no coverage). In this case, the X in the third position stands for No Dependents

For example: Your code is **FXX** = you, the employee, are the only one covered with free unlimited travel on your home road.

Code L - stands for limited to 12 trips per year (LRX, LLX, and LRR).

Code R - stands for restricted and usually means either 25% discounted fare on all Roads (RRR, RRX, and RXX) or 50% fare due to a dependent in some cases (FFR).

For additional questions about your Rail Travel Privilege Card, please contact Amtrak at 1-800-424-0224 or visit www.Amtrak.com.