



## OFAM Voyager Fuel Card Request

### Instructions

- Complete this form to request a replacement for a lost, stolen, or physically damaged (**cracked**) OFAM Voyager card. **\*Please contact us directly if your card cannot be read at the pump or the register.\***
- Completed requests must be submitted by the Fleet Card Coordinator. Submit form using the "Email Form" button below or by emailing directly to: [OFAMVoyagerCard@dgs.ca.gov](mailto:OFAMVoyagerCard@dgs.ca.gov). Do **NOT** contact Voyager directly.
- Damaged (**cracked**) cards should be destroyed immediately.
- Do NOT use another Voyager card in conjunction with this vehicle.
- If fuel is required prior to receiving the new card, use cash or a personal credit/debit card. Receipts and a TEC may be submitted to the leasing agency's fiscal office for reimbursement.
- New cards are received in approximately 10 business days and are issued to the Coordinator for tracking and distribution.

### Reason for Request

**NOTE:** All cards will be cancelled and new cards will be issued.

If card is damaged but still works, be sure to fuel up vehicle prior to submitting this request.

Lost

Stolen

Damaged

### OFAM Vehicle Information

Equipment #: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Current Card #  
(if known): \_\_\_\_\_

### Requestor's Information

Leasing Agency: \_\_\_\_\_

Fleet Card Coordinator: \_\_\_\_\_

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

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

Mailing Address  
(No P.O. Box): \_\_\_\_\_

City, State & ZIP: \_\_\_\_\_

### OFAM Use Only

Date Card Ordered: \_\_\_\_\_ Date Card Mailed: \_\_\_\_\_

Date Card Received: \_\_\_\_\_ New Card #: \_\_\_\_\_