

Application for an **igo** card – for 5 to 16 year olds

Section A – Your details

Please type in your details and save the form using your name in the title.
Your details must exactly match the details on your proof document.

Title	(Place a cross in the box)	Mr	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Other (please state)	<input type="text"/>
First name	<input type="text"/>					Middle Initials	<input type="text"/>
Surname	<input type="text"/>						
Date of birth	DD	<input type="text"/>	MM	<input type="text"/>	YYYY	<input type="text"/>	(Place a cross in the box)
							Male <input type="checkbox"/> Female <input type="checkbox"/>
Address	<input type="text"/>						
	<input type="text"/>						
	<input type="text"/>						
	<input type="text"/>					Postcode	<input type="text"/>
Contact number	<input type="text"/>						
Email address	<input type="text"/>						

Section B – Declaration To be completed by parent or guardian

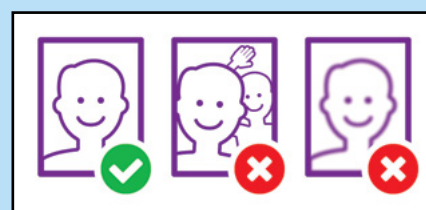
I confirm that the details given on this application form are correct and I have read the behaviour code. Visit tfgm.com/igo for terms and conditions of use. If you send your completed form by email, we will use your email signature as your acceptance of these terms.

B1 Printed name	<input type="text"/>	Parent/Guardian signature	<input type="text"/>
B2 We would like to contact you to send you information on public transport, or research activities in relation to public transport. Please tick the relevant box if you would like to receive these offers.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
B3 We would also like to pass on your contact details to Greater Manchester Travelcards Limited (GMTL) who would also like to contact you about its ticketing products and promotions. Please tick the relevant box if you would like to receive these offers.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Section C – Your photograph

You will need to attach a passport style photo to your email, which will be printed on your card:

- using a camera phone or digital camera, ask someone to take a passport style, colour photo of you against a plain background
- make sure it's just your head and shoulders, with a plain background
- photos of photos or blurred photos will not be accepted
- save your photo using your name in the title



Section D – School details

Must be completed by all applicants

Name of school			
Address			
		Postcode	

Section E – Proving your eligibility

You will need to attach the following to your email, as a scan or photo.

Please provide proof of name and age which must be a your birth or adoption certificate, medical card, passport or EU/EEA ID Card.

If you are unable to provide one of these, please get your school to stamp your completed form, scan and return it or provide an email/letter for you to attach with the form.

If you live outside Greater Manchester, you must attach an email or letter from your school or ask them to stamp your completed form before you return it to us.

Section F – For school use only

Please use your school stamp to confirm the applicant meets the criteria below or provide an official email/letter from your school.

This stamp confirms the applicant:

- is 16 or under
- attends this school
- is the person stated in Section A

School stamp here

Section G – What to do next

Email your completed form to **ccc.admin@tfgm.com** and, in the same email, attach your proof of age and school documents (as relevant) and photo. Remember to use your name in the title of all attachments.

You should receive an email to confirm we have received your form. We will contact you again if we have any questions once we start processing your application and when we are ready to take payment.

Note: Please allow 10 working days for your pass to be processed.

For office use only

Eligibility

Proof of age seen at

TfGM	<input type="checkbox"/>	Bureau	<input type="checkbox"/>
Birth certificate	<input type="checkbox"/>	Medical card	<input type="checkbox"/>
Passport	<input type="checkbox"/>	Other	<input type="checkbox"/>
ODR	<input type="checkbox"/>		

I have checked the above details

Initials

Date

D	D	M	M	Y	Y	Y	Y
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Authorising stamp

☐☐☐☐

Payment

Payment taken at

TfGM	<input type="checkbox"/>	Bureau	<input type="checkbox"/>
Payment received	<input type="checkbox"/>	Cash received	<input type="checkbox"/>
		Invalid payment	<input type="checkbox"/>

I have taken payment as above

Initials

Date

D	D	M	M	Y	Y	Y	Y
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Authorising stamp

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Data Protection

The information you provide on this form will be used for the purpose of administering your travel pass.

Transport for Greater Manchester (TfGM) processes your personal data and special category data because it is necessary to comply with our legal obligations under the Transport Act 1985. Information on exercising your rights under data protection law as well as more information about how we process your personal data can be found at [tfgm.com/privacy-policy/customer-relations](https://www.tfgm.com/privacy-policy/customer-relations)

Please read

If you're aged 5 to 10 and live or go to school in Greater Manchester, you will need an igo card to buy some of the tickets available for the concessionary child bus fare in Greater Manchester. If you are aged 11 to 16, you must have an igo card to travel using any child ticket on buses in Greater Manchester.

- You can also use your igo card as proof of age for travelling by tram with a child ticket.
- You do not need an **igo pass** if you currently hold a Transport for Greater Manchester Disabled Person's National Concessionary Travel Pass.

- If you live outside Greater Manchester you must attend school within Greater Manchester and need to complete this form and have it validated by your school in Section F.
- Your **igo pass** is valid until 31 August after your 16th birthday and costs £10 which is a non-refundable administration charge.
- Make sure you have completed all sections of the form carefully and ensure your parent or guardian signs Section B.

If you have any queries please phone **0161 244 1000** (office hours Monday to Friday) or email concessionary.travel@tfgm.com

Using your igo pass

- Always show your **igo pass** to the driver as you board the bus and to any other official who requests it during the journey.
- Please take care of your **igo pass**, as damaged or defaced passes will not be accepted and may be confiscated.
- Do not attempt to use an out of date pass.
- Never allow others to use your **igo pass** as this may result in the pass being confiscated.
- Replacement passes will be charged for.
- The photograph on your pass must be a true and current likeness.

Behaviour Code

Transport for Greater Manchester offers you the right to travel on public transport at the concessionary fare. In return, we expect you to respect the rights of others who travel with you. The following code is designed to ensure your safety as well as others when using public transport in Greater Manchester.

Your right to travel for the concessionary fare may be withdrawn if we believe that you have behaved in an antisocial way.

Antisocial behaviour includes, but is not limited to:

- Using language or behaviour which may be offensive.
- Throwing or leaving litter on the bus.
- Acting in a way which is dangerous to yourself or others.
- Playing music out loud.
- Smoking on buses, trains or trams or in stations.
- Verbally or physically harassing or bullying other passengers.
- Damaging or defacing buses, trains and trams.
- Committing any crime, in connection with or while using Greater Manchester's public transport network, including, but not limited to:
 - Physical assault
 - Unlawfully carrying a weapon
 - Criminal damage
 - Theft or robbery
 - Misusing controlled drugs

Please keep this page for reference.