



Application for a National Concessionary Travel Pass for England

People of state pension age

Please fill out this form in CAPITAL LETTERS. Don't forget to attach a passport style photograph in the space provided (section C) and send proof you live in Greater Manchester (section E).

Section A – Your details

First name

Last name

Date of birth D D M M Y Y Y Y

Address

Postcode

Contact number

Email address

Section B – Declaration

I confirm the above information is correct and acknowledge that Transport for Greater Manchester will use this information to check my eligibility and process my application for a travel pass. I understand that Transport for Greater Manchester has a duty to protect public funds so may use or share my information with other bodies responsible for auditing and administering public funds to detect and prevent fraud for the period during which I am entitled to hold a valid pass.

B1 Signed

B2 Date

B3 If signed on behalf of the applicant please provide your name and relationship to the applicant

B4 We will keep you up to date with information about changes affecting the use of your smart card but please let us know if you would like additional updates by selecting from the options below. You can unsubscribe at any time.

I'd like to receive Bee Network newsletters about journey planning, transport services and travel advice.

I'd like to receive Bee Network updates on special offers and new products/services.

I'd like to be invited to take part in Bee Network customer feedback surveys.

Section C – Your photograph

Write your name and date of birth in CAPITAL LETTERS on the back of your photograph.

Your photograph must be:

- recent, good quality and in colour
- passport size
- showing your full face without a hat

Documents

The age at which you become eligible is when you receive your state pension. You may submit an application up to one month before receiving your state pension.

You will need

1. Proof of residence in Greater Manchester (**current copy** of either utility bill, local council tax bill or Department of Work and Pensions letter). The address on this document must match the address on the application form.

AND

2. Proof of age (**copy** of either birth certificate, passport or driving licence). The details on this document must match the details on this application.

What to do next

Either

1. Take this completed form and your documents to a TfGM Information and Ticket Office where the documents will be checked and given back to you. The authorised form will then be processed by the TfGM Information and Ticket Office. Please allow 10 working days for your pass to be processed.

OR

2. Post this completed form and **photocopies** of documents to
Freepost RSCK-JHXA-EXZC, NCTPS Processing (TfGM), Hull HU9 1ED

Please do not send original documents in the post. All copy documents that you provide are securely destroyed and are not used for any purpose other than to check your age and address. If you cannot provide the above documents, there are alternatives shown on the website.

Data Protection

Transport for Greater Manchester is the data controller for the personal information you provide in this form. TfGM's Data Protection Officer can be contacted at data.protection@tfgm.com

The information on this form will be used by Transport for Greater Manchester for the purpose of assessing your eligibility for travel concession. If your application is not successful, we will destroy the form after 12 months, in case a decision needs to be reviewed. If your application is successful we will use the information on this form to administer your travel pass. Your data will be destroyed 12 months after the card is expired or suspended for any reason. We will only share your data with third parties where we are required or permitted to by law, and in any other cases we will ask your permission first. For further information about how TfGM uses your personal data, including your rights as a data subject, please see our Privacy Policy on the website at [tfgm.com/privacy-policy](https://www.tfgm.com/privacy-policy) or contact the Data Protection Officer.

For office use only

Proof of age

Birth certificate

Passport

Driving licence

Proof of residency

DWP letter

Utility bill

Local council tax bill

ODR

Date documents seen

I have checked the above details

Initials

Authorising stamp

Date