

## Application for a Women's Concessionary Travel Scheme Pass

## email form

Please type in your details and save the form using your name in the title.

### Section A – Your details

Title	(Place a cross in the box)	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<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	<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>				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

I confirm that the above information is correct and that I accept the terms and conditions relating to:

- the use of my pass generally (available at [tfgm.com/wcts-terms-and-conditions](https://tfgm.com/wcts-terms-and-conditions))
- the use of my pass as part of the **get me there** scheme (available at [getmethere.com/terms](https://getmethere.com/terms))

If you send your completed form by email, we will use your email signature as your acceptance of these terms.

**B1 Signed**  **B2 Date**

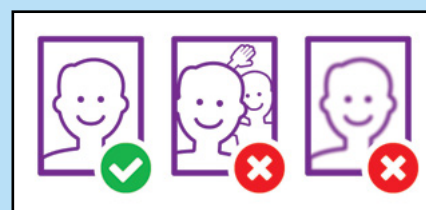
**B3** We would like to send you news, including relevant newsletters and offers from Transport for Greater Manchester by email. Please tick the relevant box if you would like to receive these offers.

Yes ☐ No ☐

### 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



## Documents

Please visit [tfgm.com/wcts](https://tfgm.com/wcts) for full details of when to apply.

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

1. Proof of residence in Greater Manchester (**current copy** of utility bill, local council tax bill or Department of Work and Pensions letter). The address on this document must match the address on the front of this application form.  
**AND**
2. Proof of age (**copy** of birth certificate, medical card, passport or driving licence). The date of birth on this document must match the date of birth on the front of this application form. You can apply for your travel pass 21 days before the date you become eligible.

These files will be deleted, once your application is approved, and are not used for any purpose other than to check your age and address.

## What to do next

Email your completed form to [ccadmin@tfgm.com](mailto:ccadmin@tfgm.com) and, in the same email, attach your age and address documents 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 may contact you again, if we have any questions, once we start processing your application.

Once complete, we'll email you with details of how to pay the £10 administration charge.

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

## For office use only

### Eligibility

#### Proof of age and address seen at

TfGM Travelshop	<input type="checkbox"/>	Contact Centre	<input type="checkbox"/>
Birth certificate	<input type="checkbox"/>	Medical card	<input type="checkbox"/>
Passport	<input type="checkbox"/>	Driving licence	<input type="checkbox"/>
EU/EEA ID	<input type="checkbox"/>	Other	<input type="checkbox"/>

I have checked the above details

Initials

Date

Authorising stamp

### Payment

#### Payment taken at

TfGM Travelshop	<input type="checkbox"/>	Contact Centre	<input type="checkbox"/>
Card payment	<input type="checkbox"/>	Cash	<input type="checkbox"/>
Cheque	<input type="checkbox"/>	Postal Order	<input type="checkbox"/>

Payment authorisation code  
(Travelshop only)

I have taken payment as above

Initials

Date

Authorising stamp

### 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://tfgm.com/privacy-policy/customer-relations)