.Apply for your Scottish National Entitlement Card (NEC)

Before completing this form, please read the guidance notes, list of acceptable proofs and Terms and Conditions available at [www.nec.scot](http://www.nec.scot)
If you are under 12 years old **OR** are under 16 years old and claiming concessionary travel, someone with parental responsibility for you **MUST** sign part of the declaration on the rear of this form.
If you require help completing this form, **OR** if you need to replace an existing card, contact **your local council**. Please use **BLACK ink**. Items marked \* **MUST** be completed; one of the items marked # **MUST** be completed.

**Please return to:** concessionarytravel@pkc.gov.uk

Or by post to

Customer Services,

Pullar House,

35 Kinnoull Street,

Perth,

PH1 5GD

|  |
| --- |
| 1. Personal Details |

Affix Photo here unless Referee Section Completed or no photo required

\*FIRST NAME **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 MIDDLE NAME **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\***SURNAME **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 \*DATE OF BIRTH **\_\_\_\_\_\_ /\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_**

 Female Male Other

 GENDER [ ]  [ ]  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 #TELEPHONE NUMBER **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Including area code)

 #MOBILE NUMBER **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 #EMAIL ADDRESS **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 \*ADDRESS **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 \*POSTCODE **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PHOTOGRAPH**: If you are over 11 years old or older or applying for the national disabled person’s travel concession, you MUST provide a passport style photograph.

If you have no proof that the photo matches your details given above, the Photo Referee section below MUST be completed by someone who knows you as detailed in the guidance notes at [www.nec.scot](http://www.nec.scot).

DO NOT affix your photo but provide it along with your completed form and proofs.

|  |
| --- |
| 2. Signed Declaration |

**Photo Referee’s Declaration –** to be completed by a Referee if no photo proof is available.

Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Profession or position in the community **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Your employer’s name and the address you work at **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Postcode **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Work Telephone **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I can confirm that I know (applicant’s name) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** for **\_\_\_\_\_\_\_\_\_** years as

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** - for example, as an employee, colleague, friend.

I have dated and signed the back of the applicant’s photo to confirm it is a true likeness. I confirm that as far as I know, the details I have provided are complete and accurate and I understand that action may be taken against me if I have provided false information. I agree to being contacted in connection with this declaration.

Details of how your information will be used are available at [www.nec.scot](http://www.nec.scot)

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Declaration (1) to be completed by Applicant** (after completion of other side of form)

I confirm that, as far as I know, the details I have provided are complete and accurate and I understand that action may be taken against me if I have provided false information or if I misuse the services provided.
I understand that I must promptly inform my council of any changes that may affect my entitlement to services.
I have read the information on this form and the Terms and Conditions at www.nec.scot and agree to the processing of the personal details on this form to the extent necessary for the administration of the National Entitlement Card scheme.

**Applicant Signature:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(parent / guardian if applicant aged **under 12 years old**)

**Declaration (2) to be completed by Applicant for free travel**

I confirm that I agree to the processing of the personal details on this form for the provision of Concessionary Travel.

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(parent / guardian if applicant aged **under 16 years old**):

**Print Name:                              Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| 3. Applicants Evidence Checklist  |

**Please follow this checklist to ensure all required proofs are included with your application (do not send original copies). You are required to submit a minimum of two proofs, this will prevent any delays processing your application.**

For a full list of acceptable proofs and photograph guidelines please visit: <https://nec.scot/proofs>

**Photo**

[ ] Passport Quality Photo (required for 11+ years old or those applying for the national disabled person’s travel concession)

**Proof of Person**

[ ]  Photo Driving Licence [ ]  Current Passport\* [ ]  Birth / Marriage Certificate [ ]  Biometric Residence Permit

[ ]  Other

\*if applying for a **young persons' NEC** to access the Young Persons' Free Bus Travel Scheme a passport will be acceptable if it is valid and genuine and the photograph is still a true likeness of the applicant, even if it is no longer in date (expired)

**Proof of Address (Current or within last three months)**

[ ]  Photo Driving Licence (if not used as proof of person/photo) [ ]  Bank statement [ ]  Utility / Council tax bill

[ ]  Other

**Proof of Photograph**

[ ]  Photo Driving Licence [ ]  Current Passport\* [ ]  Completed Referee form (if no photo ID available)

[ ]  Other

\*if applying for a **young persons' NEC** to access the Young Persons' Free Bus Travel Scheme a passport will be acceptable if it is valid and genuine and the photograph is still a true likeness of the applicant, even if it is no longer in date (expired)

**Proof of Disability (Disabled Entitlement only – evidence must be dated within the last 12 months)**

[ ]  DLA/PIP/CDP/ADP award [ ]  NCT Certificate [ ]  Vision Certificate [ ]  Blue Badge

[ ]  Other

**Free travel element for Young Person**

To activate travel element for children **11-15 years old**, please include **all** the following:

[ ]  Child’s proof of person [ ]  Child’s proof of photo [ ]  Parent proof of address [ ]  Child’s head and shoulders photo

To activate free travel element for children **5-10 years old**, please include **all** the following proofs:

[ ]  Birth or Adoption Certificate [ ]  Parent Proof of Address