

Before completing this form, please read the guidance notes. A list of acceptable proofs and Terms and Conditions of the card are available at www.nec.scot. When applying via a Glasgow School you will not have to provide ID documents. **If you are 16 years old or under and applying for concessionary travel someone with parental responsibility for you MUST sign the declaration.**

If you need help completing this form, please contact your school office in the first instance. Please use **BLACK** ink.

| | | | |
|--|---|---|----------------------|
| School | | Year Group | |
| New Application <input type="checkbox"/> | | Replacement Card – Update Photo <input type="checkbox"/> | |
| | | Replacement Card – Update Address <input type="checkbox"/> | |
| Complete all boxes | First Name | | |
| | Middle Name | | |
| | Surname | | |
| | Date of Birth | | |
| | Address (including flat position if appropriate) | | |
| | Post Code | | |
| School Stamp to verify details held on SEEMIS Bulk Order Photo Code | | | |
| Gender | Male <input type="checkbox"/> | Female <input type="checkbox"/> | Other (Please state) |
| Complete at least ONE box | Telephone Number | | |
| | Mobile Number | | |
| | Email Address | | |

Declaration

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.

| | | |
|---|---|------|
| This form should be signed twice | TO AUTHORISE TRAVEL ENTITLEMENT | |
| | Signed by the applicant if over 16 or the parent/guardian if under 16 | |
| | Signature | Date |
| | TO AUTHORISE ISSUING OF THE CARD | |
| Signed by the applicant if over 12 or the parent/guardian if under 12 | | |
| Signature | Date | |

Photo Referee

If you are over 11 years old or applying for the national disabled person's travel concession and this application is not part of a bulk school order 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. **DO NOT** affix your photo but provide it along with your completed form and proofs.

Photo Referee's Declaration: To be completed by a Referee if no photo proof is available.

| | |
|--|--|
| Referee Name | |
| Profession or position in the community | |
| Employer's name | |
| 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, youth worker, teacher.

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

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Processing Guidelines

This form can only be used for young people who are at school and who have their registration details held on the SEEMIS system. An alternative form is available for those who have left school or who are not registered at a Glasgow School from our local libraries or on our website.

Once this form has been completed and stamped using the official school stamp to verify that the details held by the school on the SEEMIS system, please scan it together with the supplied photo on a separate page to the internal mailbox supplied for processing by Glasgow Life. The card will be sent to the school for distribution to the cardholder.

Photos should be clear and in focus, colour passport-style photos on a white or light-coloured background with the face clearly visible. Photos should be recent and resemble the applicant. They should be taken with eyes open and clearly visible (no sunglasses or tinted glasses and no hair across the eyes). They should show the applicant's full head, without any head covering, unless this is worn for religious beliefs or medical reasons

Only one application should be sent in each e-mail to avoid confusion about who the photo belongs to.

Enquiries should be directed to Glasgow Life at

Email: youngglasgow@glasgowlife.org.uk

Telephone 0141 287 4350, option 6