

## Apply for the Young Person Under 22 Travel Scheme – Age 11 – 21

### Scottish National Entitlement Card (NEC)

Please find enclosed a paper application for the Young Person's Under 22 Travel Scheme for applicants aged 11- 21. This paper application can be used if you have not held a National Entitlement Card previously and are unable to apply online at [www.getournec.scot](http://www.getournec.scot).

You need to complete the form and:

- ***If you are aged between 11-15:***

- *you and your parent/guardian will have to provide Proof of Person\* along with Proof of Address and Proof of Child/Parent or Guardian relation.*
- *You should also provide a Passport-style photograph\*\**

*Your parent/guardian **MUST** sign the declaration on the form asking for you to be given access to free bus travel within Scotland.*

- ***If you are aged 16+:***

- *You should provide us with Proof of Person\* along with Proof of Address. **We do not require parent/guardian approval.***
- *You should attach a passport-style photograph\*\**

*You **MUST** sign the declaration.*

\* If you have been unable to supply photographic evidence as proof of person please arrange an appointment to attend a Customer Service Centre to have your application verified by a member of staff. Alternatively, please have the REFEREE Section completed by an approved Photo Referee. A list is on the back of the application.

\*\* If you cannot provide a passport-style photo please arrange to have a photograph taken at a Customer Service Centre.

Your application and attachments need to be verified at a Fife Council Customer Service Centre, please make an appointment to attend by calling the Contact Centre on 03451 550066. **Take this letter along with your application when you attend.**

Further guidance and information on how your data will be used, is at [www.nec.scot](http://www.nec.scot) and you can find more information about your card and the travel scheme at [www.freebus.scot](http://www.freebus.scot)

**Proof of Person** - you must submit one of the following:

Passport	Photo Driving Licence (Full or Provisional)
PASS Accredited Card	Current Biometric Residence Permit (BRP)

*Note - If you cannot supply photographic ID as above, you can supply one of the following but **must ensure** that the **Photo Referee Section** is also completed as the Photo Referee will be contacted before the application can be processed.*

Birth Certificate in Current Name	Birth Certificate plus proof of name change
Non-photo driving licence	Adoption Order/Certificate
NHS Medical Card	Marriage/Civil Partnership Certificate
Home Office Letter	GV3 Form (Declaration of Identity)
Child Benefit/Child Tax Credit letter/Child's Birth Certificate	Residence Permit issued by Home Office to EU Nationals

**Proof of Address** - you must submit one of the following: (this cannot be the same as has been used for Proof of Person)

Photo Driving Licence (Full or Provisional)	Non-Photo Driving Licence
Utility Bill (excluding mobile phone bill)	Council or Housing Association rent proof
Letter from DWP/SSS	Bank, Mortgage Statement
Occupational Pension Letter	Credit Card Statement
Current Television Licence	HMRC Letter
Home Office Immigration Letter	Letter from Care or Residential Home
Letter from Council confirming you are a Fife resident	Letter from School/College/University

**Proof of Parent/Guardian Relation** (only for applicant's aged 11-15) – You **MUST** submit one of the following:

Child Benefit Letter	Child Tax Credit Letter
Child's Full Birth Certificate	

**OFFICE USE ONLY:**

Please verify supporting proofs and email completed form to: [YPfreebustravel@fife.gov.uk](mailto:YPfreebustravel@fife.gov.uk)

	Proof of ID for Young Person	Proof of ID for Parent/Guardian (only for YP aged 11-15)	Proof of Address for Parent & Child	Proof of Address for Young Person	Proof of Child/Parent or Guardian relation (only for YP aged 11-15)
(YP aged 11-15) Proof Type Seen					
(YP aged 16+) Proof Type Seen					

CSA Initials..... Date .....

CSA Signature.....

## APPLICATION - Young Person Under 22 Travel

### Scottish National Entitlement Card (NEC)



**Applicants aged 11 – 21** (If you are under 16 years old, someone with parental responsibility for you must sign part of the declaration on this form)

First Name		<b>AFFIX PHOTO CAREFULLY</b>  <i>Note, we need to be able to witness Photo Referee Information</i>
Middle Name		
Surname		
Date of Birth		
Address		
Postcode		
Telephone Number		
Mobile Number		
Email address		

**\*\*Photograph:** You must provide either a passport style photograph or arrange to have a photo taken (free of charge) at the Customer Service Centre.

**Photo Referee Section:** Required if no photo ID for Proof of Person is available.

Full Name .....
Profession or position in the community .....
Employer's name and address .....
Work Telephone .....
I can confirm that I have known the above-named applicant for ..... years as ..... (for example as an employee, colleague, friend)
<b>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.</b>
Signature ..... Date .....

**Declaration to be completed by the Applicant aged 16 – 21 years**

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 the 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](http://www.nec.scot) and agree to the processing of the personal details on this form to the extent necessary for the provision of Concessionary travel under the National Entitlement Card Scheme.

Applicant Signature ..... Date .....

**or**

**Declaration to be completed Parent/Guardian if applicant aged 11 – 15 years**

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 my child misuses the services provided. I understand that I must promptly inform the council of any changes that may affect my child’s entitlement to services. I have read the information on this form and the Terms and Conditions at [www.nec.scot](http://www.nec.scot) and I agree to the processing of the personal details on this form to the extent necessary for the provision of Concessionary travel under the National Entitlement Card Scheme

Parent/Guardian Signature ..... Date .....

**Approved Photo Referees**

A referee must be over 25 and have no family or personal relationship with the applicant. They must know the applicant, confirm they are who they claim to be and have an occupation that meets one of the criteria for acceptable referee such as:-

Insurance/Assurance Agent	Accountant/Bank/Post Office Official	Solicitor/Articled Clerk/ JP/ Barrister
Nurse/Optician/Pharmacist/ Dentist/Chiropodist	Fire Service Official/ Police Officer	Chairman/Director/Manager/ Personnel Officer
MP/MSP/Local Councillor/ Civil Servant	Local Government Officer	Teacher/Lecturer/ Social Worker
Forces Official/Officer	Pilot/Qualified Travel Agent	Religious Minister/Salvation Army Officer
Engineer/Surveyor	Public House Licensee	Journalist
Funeral Director	Person with OBE, MBE	President/Secretary of an Organisation
Member of a Professional Body	Finance Broker	Trade Union Officer

Tick if you **don't** want Young Scot discounts or proof of age PASS on your card