

Apply for your Scottish National Entitlement Card (NEC)



Clackmannanshire
Council

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

Before completing this form, please read the guidance notes, list of acceptable proofs and Terms and Conditions available at www.nec.scot or on the back of the form. Please **DO NOT** submit your application without sufficient evidence to validate your card entitlement or without completing all relevant fields as the Council are unable to retain incomplete application forms for an NEC.

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 bottom 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**.

Please return to:

Public Transport Team,
Kilncraigs, Greenside Street,
Alloa, FK10 1EB

or

Email: ptu@clacks.gov.uk

Tel: 01259 450000

Please complete mandatory fields (*) and provide either a contact number or email address

FIRST NAME* _____

MIDDLE NAME _____

SURNAME* _____

DATE OF BIRTH* ____/____/____

GENDER Female Male Other
 ☐ ☐ _____

TELEPHONE NUMBER _____

MOBILE NUMBER _____

EMAIL ADDRESS _____

ADDRESS * _____

POSTCODE _____

PHOTOGRAPH: If you are over 11 years old or applying for the national disabled/over 60's travel concession, you **MUST** provide a passport style photograph.

**Affix Photo
here unless
Referee
Section
Completed or
no photo
required**

Declaration to be completed by Applicant

To Authorise the Issuing of the Card*

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

Date

To Authorise Travel Entitlement*

B. I confirm that I agree to the processing of the personal details on this form for the provision of Concessionary Travel and would like Concessionary Travel added to cards provided as a result of this application.

Applicant Signature (parent / guardian if applicant aged under 16 years old)

Date

Please **PRINT** your name below if signing on behalf of applicant as parent / guardian / attorney:

PHOTOGRAPHIC REFEREE

This section must be completed if **NO** photographic ID/proof is available. If you have no proof that the photo matches your details given, 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. If this section is completed this form

MUST be submitted through your Local Council to: ptu@clacks.gov.uk

Name - _____

Profession or position in the community - _____

Your employer's name - _____

Employers Address - _____

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

Signature: _____ Date: _____

Proofs Required – A minimum of two forms of identification are required to satisfy the following three essential criteria for verification:

Proof of Person	Proof of Residence	Proof of Photograph
✓ Birth Certificate ✓ Current Passport ✓ Adoption Order / Certificate ✓ NHS Medical Card ✓ Photo Driving Licence ✓ PASS Hologram Card ✓ Residence Permit issued by Home Office to EU Nationals ✓ Home Office Letter IS KOS EX or KOS EX2 ✓ GV3 Form (Declaration of Identity) ✓ Current Biometric Residence Permit (BRP) ✓ NHS Correspondence including name and date of birth ✓ Home Office BAIL 201 Form ✓ Home Office s95 Grant Letter	✓ Photo Driving Licence ✓ Residential Utility Bill (excluding mobile phone bills) ✓ Current Council or Housing Association Letter ✓ Current Bank, Mortgage, Credit Union, or other financial institution Statement ✓ Letter from DWP / SSS ✓ Credit Card Statement ✓ Current Television Licence ✓ HMRC Letter ✓ Home Office Immigration Letter ✓ Letter from Local Authority confirming that you are resident within the Council Area ✓ Letter from School / University / College ✓ Court Order ✓ Current NHS correspondence including name and address ✓ Home Office BAIL 201 Form ✓ Home Office s95 Grant Letter ✓ Tenancy Agreement (providing tenant is named as applicant)	✓ Current Passport ✓ Photo Driving Licence ✓ PASS Accredited Card ✓ Current Biometric Residence Permit (BRP)

If applying for a NEC under the disability concession scheme, please check www.nec.scot/proofs for guidance on the evidence required or contact Public Transport Team by Email: ptu@clacks.gov.uk or Tel: 01259 450000

Proof Verification –To be Completed by Verifying Staff Only

PERSON	☐ ☐ ☐	PER	TRAVEL OPT-OUT	☐	Y/N	SIGHT IMPAIRMENT	☐ ☐ ☐	SIG
			(based on signature B. above)					
ADDRESS	☐ ☐ ☐	ADD	YOUNG SCOT OPT-OUT	☐	Y/N	DISABILITY	☐ ☐ ☐	DIS
PHOTO	☐ ☐ ☐	PHO	VOLUNTEER	☐	VOL	COMPANION OPT-OUT (if eligible)	☐	Y/N

Young Scot Card Only (i.e. 11-25 inclusive, Young Scot Opt-Out N)

EXPIRY DATE (DD/MM/YYYY) ____/____/____

Either: Passport Reference _____

CARD TYPE ☐☐☐ TYP

Or: Driving Licence Reference _____

VERIFIER CODE ☐☐

Or: Photo Referee and Birth Certificate
Reference- _____

Referee Contact Details confirmed

Work? ☐ Company / Employer? ☐

Position? ☐ Signed photo? ☐

Over 25? ☐ (PASS ONLY)

Date contacted: _____

Contacted by: _____

Comments:

Referee Confirmation

Not related / living at same address as / in relationship with ☐

How long known applicant? ____ years

How do you know age? _____

Confirmed address as on application? ☐

Comments:

DATE (DD/MM/YYYY) ____/____/____

SIGNATURE _____

OFFICIAL
STAMP