

Before completing this form, please read the guidance notes. You can also apply online at: [getyournec.scot](http://getyournec.scot). A list of acceptable proofs and Terms and Conditions of the card are available at [www.nec.scot](http://www.nec.scot). **If you are under 12 years old OR are under 16 years old and applying for concessionary travel someone with parental responsibility for you MUST sign the declaration.**

**If you are applying for a replacement card and are not updating your name or address, you do not need to complete this form.** Please visit <https://www.glasgowlife.org.uk/young-glasgow/young-scot> for details of how to get your replacement card.

If you need help completing this form, please contact your local library in the first instance. Forms should be returned to your local **Glasgow Library**. Details of where to find your nearest library are available here: <https://www.glasgowlife.org.uk/venue-finder?channel=Libraries>. Please use **BLACK** ink to complete this form.

<b>New Application</b> <input type="checkbox"/>	<b>Replacement Card – Update Photo</b> <input type="checkbox"/>
	<b>Replacement Card – Update Address</b> <input type="checkbox"/>

Affix photo here unless the referee section is completed, or no photo is required

<b>Complete all boxes</b>	<b>First Name</b>	
	<b>Middle Name</b>	
	<b>Surname</b>	
	<b>Date of Birth</b>	
	<b>Address (including flat position if appropriate)</b>	
	<b>Post Code</b>	

<b>Gender</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other (Please state)
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<b>Complete at least ONE box</b>	<b>Telephone Number</b>	
	<b>Mobile Number</b>	
	<b>Email Address</b>	

**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](http://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.

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

## Photo Referee Section

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](http://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.**

<b>Referee Name</b>	
<b>Profession or position in the community</b>	
<b>Employer's name</b>	
<b>Address you work at</b>	
<b>Postcode</b>	
<b>Work Telephone</b>	

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).

<b>Signature</b>	<b>Date</b>
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## Proof Required: Please bring one from each category to the library with your application

<b>Proof of Person</b> <input type="checkbox"/>	<b>Proof of Residence</b> <input type="checkbox"/>	<b>Proof of Photograph</b> <input type="checkbox"/>
<ul style="list-style-type: none"> <li>✓ Birth Certificate</li> <li>✓ Current Passport</li> <li>✓ Adoption Order / Certificate</li> <li>✓ NHS Medical Card</li> <li>✓ Photo Driving Licence</li> <li>✓ PASS Hologrammed Card</li> <li>✓ Residence Permit issued by Home Office to EU Nationals</li> <li>✓ Home Office Letter IS KOS EX or KOS EX2</li> <li>✓ GV3 Form (Declaration of Identity)</li> <li>✓ Current Biometric Residence Permit (BRP)</li> <li>✓ NHS Correspondence including name and date of birth</li> <li>✓ Home Office BAIL 201 Form</li> <li>✓ Home Office s95 Grant Letter</li> </ul>	<ul style="list-style-type: none"> <li>✓ Photo Driving Licence</li> <li>✓ Residential Utility Bill (excluding mobile phone bills)</li> <li>✓ Current Council or Housing Association Letter</li> <li>✓ Current Bank, Mortgage, Credit Union, or other financial institution Statement</li> <li>✓ Letter from DWP / SSS</li> <li>✓ Credit Card Statement</li> <li>✓ Current Television Licence</li> <li>✓ HMRC Letter</li> <li>✓ Home Office Immigration Letter</li> <li>✓ Letter from Local Authority confirming that you are resident within the Council Area</li> <li>✓ Letter from School / University / College</li> <li>✓ Court Order</li> <li>✓ Current NHS correspondence including name and address</li> <li>✓ Home Office BAIL 201 Form</li> <li>✓ Home Office s95 Grant Letter</li> <li>✓ Tenancy Agreement (providing tenant is named as applicant)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Current Passport</li> <li>✓ Photo Driving Licence</li> <li>✓ PASS Accredited Card</li> <li>✓ Current Biometric Residence Permit (BRP)</li> </ul> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p><b>If you can't provide one proof from each category, then please contact us for advice:</b></p> <p><b>Telephone:</b> 0141 287 4350, option 6</p> <p><b>Email:</b> <a href="mailto:youngglasgow@glasgowlife.org.uk">youngglasgow@glasgowlife.org.uk</a></p> </div>

**If you are a parent applying for your child or young person, then you should also include their birth certificate showing that you are their parent. You can then use proof of address in your name.**