

Apply for your Scottish National Entitlement Card (NEC)

Alternatively you can apply online at www.getyournec.scot/nec

Before completing this form, please read the list of acceptable proofs and Terms and Conditions available at www.nec.scot. If you are under 16 years old and claiming free bus travel, someone with parental responsibility for you **MUST** sign the declaration on the rear of this form. If you require help completing this form, or if you need a replacement card please contact **Orkney Islands Council**.

* **MUST** be completed; and at least one of the items marked # **MUST** be completed.

First Name*	<input type="text"/>
Middle Name(s)	<input type="text"/>
Surname*	<input type="text"/>
Date of Birth*	<input type="text"/> / <input type="text"/> / <input type="text"/>
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Telephone #	<input type="text"/>
Mobile Phone #	<input type="text"/>
Email address #	<input type="text"/>
Address*	<input type="text"/> <input type="text"/>
Postcode*	<input type="text"/>

Affix Photo here unless Referee Section Completed or no photo required for U11s

PHOTOGRAPH: If you are over 11 years old or applying for the national disabled person's travel concession, you must provide a passport style photo. No photo is required for U11s for free bus travel unless applying under the Disability criteria. If you have no photographic ID / proof, the Photo Referee section below must be completed by someone who knows you as detailed at www.nec.scot/proofs or request a copy of the NEC 'Photo Referee Guide'.

Photo Referee's Declaration – to be completed only if **NO** photographic ID/proof is available. You **must** meet the approved list. If this section is completed this form must be submitted in person to Orkney Islands Council.

Name

Profession or position in the community

Your employer's name and the address you work at

Postcode Telephone

I confirm that I have known (applicant's name) for years as for example as an employee, colleague, friend AND meet the approved Referee list at www.nec.scot/proofs

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 be contacted in connection with this declaration. Details of how your information will be used are available at www.nec.scot

Photo Referee Signature

Date / /

Declaration 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 Orkney Islands 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.

Date
 / /
Applicant Signature (parent/carer if applicant is under 12 years old)

Under 22 Year Olds - Free Bus Travel I confirm that I agree to the processing of the personal details on this form for the provision of (free bus) Concessionary Travel

Date
 / /
Signature (under 16 years old - parent/carer must sign to approve free bus travel)

Please PRINT your name if signing for under 16 year old free bus travel

Proof Verification – completed by Verifying / Customer Services Staff only

	Code		
Person			
Address			
Photo ^			
Parental Approval (U16s)			
Disability			
Expiry Date (must be shown on proof)			

At least two different proofs are required.
The same proof cannot be used for all three.

eg. Driving Licence or Passport is proof of person and photo, but address must be another document.

^ **IMPORTANT:** If no photographic ID or proof is available the referee section **must** be completed and the applicant must attend in person.

No photo required for U11s (U22s scheme)

Verifier / Customer Services

Date

(print name)

Comments / Notes / CS Stamp:

Referee Confirmation - to be completed by service (Transport or ELH for Young Scot)

Not related / living at same address as / in relationship with How long known applicant? ____ years

Work Company/Employer Position Signed Photo Over 25

Verifier PRINT Name

Completed forms should be returned in person, along with supporting proofs / documents to:
Customer Services, Orkney Islands Council, School Place, Kirkwall KW15 1NY Telephone 01856 873535
OR Warehouse Buildings, Stromness KW16 3AA

Application form, copies or scans of the required documents, including digital photograph can be emailed to transport@orkney.gov.uk

If applying by post, DO NOT submit original supporting documents, send copies.