



Warwickshire
County Council

Concessionary Travel

Replacement Request

Older Person's Bus Pass or Disabled Person's Bus Pass

If you are unable to read this form we can supply it in a different format or alternatively please contact us for assistance (details on reverse of form).

If your pass has expired please telephone 01926 359180 to renew your pass.

Part 1 : Passholder Details (All questions *must* be completed in full, using BLACK INK)

Title : Mr/Ms/Mrs/Miss/Mx/Other _____	First Name :
Surname :	Date of Birth :
Address :	Tel No :
	Mobile No:
	Email :
Post code	Nat. Insurance Number:

Previous Address if different in the last 5 years (see *Part 5 below*)

Address _____

Post code _____

Pass type

↓ Please indicate which type of pass you hold

Older Person's Pass (blue stripe on side)	Pass number (if known) 633597 _____
Disabled Person's Pass (orange stripe on side)	

Part 2 : Reason for replacement

↓ Please indicate why you need a replacement

1. Lost pass	There is a £10 charge for replacing a lost or damaged pass or issuing a pass in a new name. Please enclose a cheque or postal order for £10 payable to 'Warwickshire County Council'
2. Damaged pass	
3. Name change	
4. Stolen pass	Please provide your crime/incident number here <input type="text"/>
5. Faulty pass (unable to be used on the bus)	Please describe the fault here; <input type="text"/> N.B. a card that has been cut, bent, rubbed or scratched will be treated as a damaged card and a charge will be payable. Please enclose your faulty card with your application.

If your pass needs replacing for any other reason, please telephone 01926 359180.

Part 3 : Photograph

If we have requested a photo, or if you would like to update the pass photo please attach it here ↓.

Any photograph must:

- Be passport sized (approx 45mm high by 35mm wide)
- Be printed on photographic paper
- Be in colour, against a plain background if possible
- Show a close-up of your full head and shoulders.
 - It must be only of you with no other objects or people.
 - You should not be wearing a hat or sunglasses

(If you do not attach a photo, we will use the one we have on record for you. If we do not have a photo for you we will get in touch and ask you to send one.)

Part 4 : Change of address (if applicable)

If you have not told us about a recent change of address, we will need to see evidence that you are still living in Warwickshire. Please enclose a copy of one of the following and indicate which one.

	Utility bill (less than 3 months old)
	Council Tax bill (current tax year)
	Other (<i>please state what</i>);

N.B. We do NOT accept Driving Licence or Bank Statement as evidence of address

Part 5 : Declaration – Please read carefully before signing the form.

I wish to apply for a replacement Warwickshire Concessionary Travel Pass, and I declare that the information provided in this form is true and accurate. In addition, I also understand that :-

- I will abide by the terms and conditions of the scheme (copy available on request).
- The Council may check the information against other sources to verify the application.
- The pass is solely for my use. Misuse may result in prosecution and the pass will be withdrawn.

Signature of applicant	Date
Signed on behalf of applicant (if unable to complete the form independently)	Relationship to applicant

Please send the form to us at:

WCC Concessionary Travel
The Post Room, Rear of Shire Hall,
Warwick, CV34 5RL

Telephone enquiries: (01926) 359180
Monday to Friday 9am – 4.30pm

Email enquiries
ct@warwickshire.gov.uk

Privacy Statement

This service administers the Concessionary Travel scheme in Warwickshire. Our valid lawful basis for processing personal data is a legal obligation.

To see how we use your personal data and what your information rights are, please read our Concessionary Travel privacy notice . It should be read in addition to the council's overall customer privacy notice at www.warwickshire.gov.uk/privacy which includes the contact details if you have a complaint about your information rights. For general enquiries contact Warwickshire County Council customer services on 01926 410410.

FRAUDULENT USE OF YOUR PASS MAY RESULT IN PROSECUTION