

Section D – School details Must be completed by all applicants (Please complete in CAPITAL LETTERS)

Name of school														
Address														
Address														
Address														
Address														
Address														
Address	<div style="border: 1px solid black; padding: 2px;">Postcode</div> <div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; gap: 2px;"> </div> </div>													

Section E – Proving your eligibility

Please provide proof of name and age which must be a **photocopy** of your birth or adoption certificate, medical card, passport or EU/EEA ID Card. **Do not put original documents in the post.**

If you are unable to provide and post your document, please ask your school to stamp the box below to validate your application before they send it to us with your payment (see payment section).

If you live outside Greater Manchester, your application must be stamped and posted by your school.

Section F – For school use only

Please provide school stamp to validate your application if you live outside Greater Manchester, or cannot provide proof of your name.

This stamp confirms the applicant: <ul style="list-style-type: none"> • is 16 or under • attends this school • is the person stated in Section A 	School stamp here
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Section G – Payment

Please include your payment by debit/credit card, cheque or postal order (made payable to Transport for Greater Manchester). **Do not put cash in the post.**

If you can only make a cash payment, take this completed form, your proof document and payment to your local Transport for Greater Manchester Travelshop. Please visit www.tfgm.com for opening times.

These locations can only accept cash payment (all other payments must be by post or handed with your form to your school).

Postal applications should be sent to:
Freepost RSCK-JHXA-EXZC, NCTPS Processing (TfGM-IGO), Hull HU9 1ED.

Section H – Payment You must enclose a payment of £5 for your pass to be issued

(Place a cross in the relevant payment method box)

E1 Postal order (payable to Transport for Greater Manchester) **E3** PO Number

E2 Cheque (payable to Transport for Greater Manchester) **E4** Cheque Number

E5 Debit/credit card Please give details below

Card details

Card type **E6** VISA **E7** Mastercard **E8** Maestro **E10** Solo

E11 Card holder name

E12 House number **E13** Postcode

E14 Card number

E15 Issue number (Maestro/Solo only) **E16** Valid from MMYY **E17** Expiry date MMYY

E18 Security code (this is the 3 digit number at the end of the signature strip on the reverse of your card)

For office use only

Eligibility

Proof of age seen at

TfGM Bureau
 Birth certificate Medical card
 Passport Other
 ODR

I have checked the above details

Initials

Date DD MM YYYY

Authorising stamp

Payment

Payment taken at

TfGM Bureau
 Payment received Cash received
 Invalid payment

I have taken payment as above

Initials

Date DD MM YYYY

Authorising stamp

Data Protection

Transport for Greater Manchester is the Data Controller for the purposes of the Data Protection Act 1998. Your information is being collected for the purpose of administering a travel pass only. Transport for Greater Manchester will manage the information you provide in a manner that conforms to the Data Protection Act 1998.

Please read

If you're aged 11 to 16 and live or go to school in Greater Manchester you must have an **igo pass** to travel for the concessionary child bus fare in Greater Manchester.

- You can have an **igo pass** if you are under 11. Children under 11 will need one to purchase saver tickets e.g. System One Junior Bus Saver.
- You do not need an **igo pass** if you currently hold a Transport for Greater Manchester Disabled Person's National Concessionary Travel Pass.
- If you live outside Greater Manchester you need to complete this form and have it validated by your school in Section F.
- Your **igo pass** is valid until 31 August after your 16th birthday and costs £5 which is a non-refundable administration charge.
- Make sure you have completed all sections of the form carefully and ensure your parent or guardian signs Section B.

If you have any queries please phone **0161 244 1050** (office hours Monday to Friday) or email **concessionary.travel@tfgm.com**

What to do next

Enclose your proof of name and age document which must be a photocopy of your birth or adoption certificate, medical card, passport or EU/EEA ID Card. Your name must be written in Section A as it appears in your proof document.

Do not put original documents or cash in the post. Remember also to enclose your £5 payment by cheque or postal order (made payable to Transport for Greater Manchester) or debit or credit card details. Finally - post your application to the address in Section G.

OR

If you do not have a proof document you can take your application to your school. Please ask your school to validate your application in Section F before they send it to us with your payment by cheque, postal order or debit/credit card.

You can make a **cash** payment at your local Travelshop. Please take your completed application form, a **photocopy** of your proof document and cash payment.

Visit **www.tfgm.com** for opening times.

Please allow ten working days for your pass to arrive.

Please ensure you have read the Behaviour Code overleaf.

For office use only

Receipt for application form – **cash payment only**

Transport for Greater Manchester assistant – please complete details below and hand to applicant as proof of payment with PayPoint receipt.

Applicant – please keep this as proof of your payment.

Applicant's name

Date of birth

D	D	M	M	Y	Y	Y	Y
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Date of payment

D	D	M	M	Y	Y	Y	Y
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Seller stamp

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Using your igo pass

- Always show your **igo pass** to the driver as you board the bus and to any other official who requests it during the journey.
- Please take care of your **igo pass**, as damaged or defaced passes will not be accepted and may be confiscated.
- Do not attempt to use an out of date pass.
- Never allow others to attempt to use your **igo pass** as this may result in the pass being confiscated.
- Replacement passes will be charged for.
- The photograph on your pass must be a true and current likeness.

Behaviour Code

Transport for Greater Manchester offers you the right to travel on public transport at the concessionary fare. In return, we expect you to respect the rights of others who travel with you. The following code is designed to ensure your safety as well as others when using public transport in Greater Manchester.

Your right to travel for the concessionary fare may be withdrawn if we believe that you have behaved in an antisocial way.

Antisocial behaviour includes, but is not limited to:

- Using language or behaviour which may be offensive.
- Throwing or leaving litter on the bus.
- Acting in a way which is dangerous to yourself or others.
- Playing music out loud.
- Smoking on buses, trains or trams or in stations.
- Verbally or physically harassing or bullying other passengers.
- Damaging or defacing buses, trains and trams.
- Committing any crime, in connection with or while using Greater Manchester's public transport network, including, but not limited to:
 - Physical assault
 - Unlawfully carrying a weapon
 - Criminal damage
 - Theft or robbery
 - Misusing controlled drugs

Please keep this page for reference.