**Apply for your Scottish National Entitlement Card (NEC)**

Before completing this form, please read the guidance notes, list of acceptable proofs and Terms and Conditions available at [www.nec.scot](http://www.nec.scot).
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 rear of this form.
If you require help completing this form, **OR** if you need to replace an existing card, contact one of Edinburgh’s local libraries. Please take the completed form to your local Edinburgh library. Find out more about where libraries are and their opening hours at: www.edinburgh.gov.uk/libraryopeninghours

Please use **BLACK ink**. Items marked \* **MUST** be completed; one of the items marked # **MUST** be completed.

 \*FIRST NAME **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Affix Photo here unless Referee Section Completed or no photo required

 MIDDLE NAME **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\***SURNAME **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 \*DATE OF BIRTH **\_\_\_\_\_\_ /\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_**

 Female Male Other

 GENDER □ □ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 #TELEPHONE NUMBER **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(including area code)

 #MOBILE NUMBER **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 #EMAIL ADDRESS **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 \*ADDRESS **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 \*POSTCODE **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PHOTOGRAPH: If you are over 11 years old or applying for the national disabled person’s travel concession, 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. If this section is completed this form MUST be submitted through your Local Council.**

Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Profession or position in the community **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Your employer’s name and the address you work at **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Postcode **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 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](http://www.nec.scot)

**Signature Date**

**Declaration to be completed by Applicant** after completion of other side of form

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**

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 another as parent / guardian / attorney:

Proof Verification –To be Completed by Verifying Staff Only

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

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

Either: Passport Reference **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Or: Driving Licence Reference  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Or: Photo Referee and Birth Certificate Reference- **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

EXPIRY DATE (DD/MM/YYYY) **\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_**

CARD TYPE □ □ □ TYP

**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:

**Referee Contact Details confirmed**

Work? ⃝ Company / Employer? ⃝

Position? ⃝ Signed photo? ⃝

Over 25? ⃝

Date contacted: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contacted by: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Comments:

VERIFIER CODE □□

**OFFICIAL STAMP**

DATE (DD/MM/YYYY) **\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_**

SIGNATURE **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**