Transport for Greater Manchester	
Application for an	
igo young person's concessionary travel pass	

Section A – Yo	ction A – Your details Your details must exactly match the details on your proof document. Please see 'What to do next'. (Please complete in CAPITAL LETTERS)																									
Title (Place a cross in the box)	Mı	٢			M	Miss Other (please state)																				
First name																							ddle tials			
Surname																										
Date of birth	D	D		Μ	Μ		Υ	Υ	Υ	Υ				•	ace a the l	cros oox)	SS	Male Fema					le			
Address																										
																Pos	tco	de								
Contact number																										
Email address																										
Section B – Declaration To be completed by parent or guardian																										
I confirm that the details given on this application form are correct and I have read the behaviour code. Visit www.tfgm.com/igo for terms and conditions of use.																										
B1 Printed name	B1 Printed name Parent/Guardian signature																									
B2 We would like to contact you to send you information on public transport, or research activities in relation to public transport. If you would prefer not to be sent such information, please place a cross in this box.																										
B3 We would also like to pass on your contact details to Greater Manchester Travelcards Limited (GMTL) who would also like to contact you about its ticketing products and promotions. If you would prefer GMTL not to send such information, please place a cross in this box.																										
Section C – Your photograph Please confirm you have written your name and date of birth in CAPITAL LETTERS on the back of your photograph by placing a cross in the box.																										

Your photograph must be:

- recent
- colour
- passport-size
- showing your full face without a hat
- good quality

See left for details of how your photo must appear

Section D – School details Must be completed by all applicants (Please complete in CAPITAL LETTERS)							
Name of school							
Address							
	Postcode						

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:
• is 16 or under

• is the person stated in Section A

Section G - What to do next

attends this school

Either

Post this completed form with a **photocopy** of your proof document (if needed) and your fee by debit/credit card, cheque or postal order (made payable to Transport for Greater Manchester) to:

Freepost RSCK-JHXA-EXZC, NCTPS Processing (TfGM), Hull HU9 1ED

OR

If you can only make a cash payment, take this completed form, your proof document (if needed) and £10 cash 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).

The £10 is an administration fee which is non-refundable.

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Section H – Payment You must enclose a payment of £10 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 E4 Cheque Number																
E5 Debit/credit ca	ırd	Please give details below																
Card details																		
Card type		E 6	VISA	. E	7 Maste	ercard		E8 M	aestr	ro		E10	0 So	lo				
E11 Card holder na	me														$oxed{\mathbb{I}}$			
E12 House number	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 Payment																		
Proof of age seen at Payment taken at																		
TfGM			Burea	au			Tf0	M				ı	Bure	au				
Birth certificate			Medi	cal card			Pa	/ment	rece	ived	i		Cash	rece	eived	l		
Passport			Othe	r								I	Inval	id pa	ayme	ent		
ODR																		

Proof of age seen at TfGM Bureau Birth certificate Medical card Passport Other ODR I have checked the above details Initials Date Authorising stamp Payment taken at TfGM Bureau Payment received Cash received Invalid payment I have taken payment as above Initials Date Authorising stamp

Data Protection

Detach completed application here and keep this page for reference

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 must attend school within Greater Manchester and 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 £10 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 1000** (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 £10 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		Seller stamp
Date of birth	D D M M Y Y Y Y	
Date of payment	D D M M Y Y Y Y	