





## 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 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  **E17** Expiry date

**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

Authorising stamp

### Payment

#### Payment taken at

TfGM  Bureau   
Payment received  Cash received   
Invalid payment

I have taken payment as above

Initials

Date

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 £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 1050** (office hours Monday to Friday) or email **concessionary.travel@tfgm.com**

**Please ensure you have read the Behaviour Code overleaf.**

## 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.

## 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 |
|---|---|---|---|---|---|---|---|

Date of payment

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Seller stamp

## 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.**