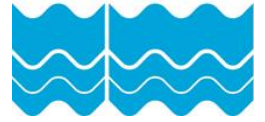



English National Concessionary Travel Scheme

Change of details form (East Sussex County Council bus pass holders only)
Section 1 - Current pass details (must be provided or we may not be able to process)

National bus pass number (18 digit number on your pass)	
Name on bus pass	

Section 2 - Change of name

If you have changed your name, we will need proof. This can be a copy of a marriage certificate or change of name deed. If it is to correct an error, proof is not required.

Previous name:	
New name:	

Section 3 - Change of address within East Sussex (not including Brighton & Hove)

If your address has changed within East Sussex (not including Brighton & Hove), we will need proof. This can be a photocopy of any of the following - a letter from Department of Work and Pensions, a recent bank or credit card statement, a current council tax bill or a recent utility bill.

Previous address:		Postcode:	
New address:		Postcode:	

Section 4 - Change of other details

National Insurance number:	
Contact phone number:	
Email address*:	

*If you provide an email we can confirm the change has been completed.

Section 5 – If a new pass is required

You will need to pay £10.00 for a new pass if:

- your replacement pass was posted to an old address because you didn't tell us about a change of address
- you would like a replacement pass because you have changed your name or your photo needs updating.

Section 6 – Declaration (must be completed in full)

I declare that I am eligible for a bus pass and will abide by the conditions of use which I understand may be revised at any time. I confirm I have read and understood the Fair Processing Notice.

Signed:		Date:	
Print name:			

What do I do once the form is completed?

- Send completed forms (with payment and proof of name/address change, if required) to Public Transport Business Team, County Hall, St Anne's Crescent, Lewes, BN7 1UE.
- Once processed we will email to confirm the change has been made.
- If you need to pay for a replacement bus pass payment is £10 using a cheque made payable to East Sussex County Council. Other payment options are available by calling our bus pass information line on 0300 33 09 471 (local rate).

Office use only

In event of change in name/address indicate proof seen:			
Payment received (£10.00):	<input type="checkbox"/>		
Customer emailed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Processing Officer (Sign & Print Name):		Date:	