





## **Guidance**

### **What evidence do I need to provide?**

When you apply for a Concessionary Travel Card, you need to provide evidence so that we can check you are eligible to receive one. The evidence required differs depending on which type of card you're applying for.

## **Disabled**

You must provide evidence of (a) your address, (b) your age and (c) your disability.

## **Disabled with Companion**

You must provide evidence of (a) your address (b) your disability, with evidence from a medical practitioner that assistance is required for planning and / or making some / all journeys.

## **Change of name**

You must provide evidence of your change of name.

## **Change of address**

You must provide evidence of your new address.

## **Evidence of address**

Please submit copies of any two of the following:

Council Tax bill or evidence of Council Tax exemption (current financial year)

Evidence of rent payments (within the last 3 months)

Current driving licence

Benefit and pension documents (current financial year)

Utility bill not including mobile telephone (within the last 3 months)

Confirmation that the applicant is on the Electoral Roll for UK Parliamentary Elections

Confirmation that the applicant is on the School Roll

Evidence that the applicant is a dependent of a person resident in the local authority's area

Evidence that the applicant is in the care of the local authority or an approved agency and is resident in the local authority's area

Evidence that the applicant has a permanent registration with a local GP

Evidence of Home Office documentation confirming residency

You should provide a copy of a letter or communication from the appropriate official agency or organisation, either as an official document or on the organisation's letterhead.

## **Evidence of age**

Submit a copy of one of the following:

Current Passport;

Current Driving licence; or

Birth certificate (bearing the applicant's name).

## **Evidence of name change**

Submit a copy of a legal document clearly showing the new name and the linkage to the previous name, such as a marriage certificate or a deed poll.