



National Entitlement Card Replacement/Change of Details Form East Lothian Council



Section 1 - Personal Details

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth		
First Name				Surname	
Telephone Number				Email Address	
School Name				NEC Number	

Section 2 - Please indicate reason new card required

<input type="checkbox"/> Damaged Card	<input type="checkbox"/> Faulty Card	<input type="checkbox"/> Lost Card	<input type="checkbox"/> Stolen Card
<input type="checkbox"/> Card Expired	<input type="checkbox"/> Change of Address	<input type="checkbox"/> Change of Name	<input type="checkbox"/> Incorrect Photograph
<input type="checkbox"/> New Photo	<input type="checkbox"/> Incorrect Spelling of Name	<input type="checkbox"/> Original Card Not Received	<input type="checkbox"/> Change Local Authority
<input type="checkbox"/> Add Young Scot	<input type="checkbox"/> Incorrect Date of Birth	<input type="checkbox"/> Companion Travel	<input type="checkbox"/> Visually Impaired
		<input type="checkbox"/> Other	

Section 3 - YOUNG PERSON'S BUS PASS

For 16-18 years and full time volunteers who are 19-25 years ONLY

Please indicate which card(s) need replaced

Young Person's Bus Pass

Section 4 - Address Details

	Current Address	Previous Address [If applicable]
House Number/Name		
Street		
Town/City		
Postcode		

❖ I DO NOT wish my personal details to be used for any other purpose than processing my application for a National Entitlement Card

Section 5 - Your Signature

Your Signature		Date	
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[Parent/Guardian/Carer if under 12]

Internal Use Only

Section 6 - Supporting document(s) for change of details required

Note: - You can't use the same documentation for "Confirmation of Age" & "Proof of Address"

Photograph

<input type="checkbox"/> Photo Driving Licence	<input type="checkbox"/> Passport	<input type="checkbox"/> PASS Hologrammed Card	<input type="checkbox"/> Other Approved Source	<input type="checkbox"/> Photo Referee
Reference or Additional Information				

Address

<input type="checkbox"/> Photo Driving Licence	<input type="checkbox"/> Utility Bill or Statement	<input type="checkbox"/> Bank/Building Society Statement	<input type="checkbox"/> Official Letter	<input type="checkbox"/> Other
Reference or Additional Information				

Age

<input type="checkbox"/> Photo Driving Licence	<input type="checkbox"/> Passport	<input type="checkbox"/> Referee	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> NHS Medical Card
<input type="checkbox"/> Adoption / Marriage/ Civil Partnership Certificate			<input type="checkbox"/> Other approved source	
Reference or Additional Information				

Verifying Staff Signature		Verifying Point Stamp and Name
Print Name		
Date		

Data Entered CMS [Transport Services Only]

Print Name	
Date	