

Step 6 It is essential that you complete this section so that we can send the new card to you.

PLEASE complete in BLOCK CAPITALS or tick appropriate box

Mr Mrs Ms Miss Other (give details)

House/flat no or name

Address 1 Address 2 Address 3 Address 4

Postcode

First name (in full) Surname

Please include your email address overleaf, if applicable.

I can confirm that the information above is correct and that as a resident of Shropshire I am entitled to the pass for which I am applying.

Signature

Date

Renewals are FREE, but you MUST apply in the month shown in our calendar below.

Bus Pass expires	Apply during
April 2012	February 2012
May 2012	March 2012
June 2012	April 2012
July 2012	May 2012
August 2012	June 2012
September 2012	July 2012
October 2012	August 2012
November 2012	September 2012
December 2012	October 2012
January 2013	November 2012
February 2013	December 2012
March 2013	January 2013

You can renew your bus pass online at www.shropshire.gov.uk/buspass or by completing a renewal form available from your local library, council office or Customer Service Point.

You can then drop your completed form back into your local library, council office or Customer Service Point, or post the form back to us, and we will do the rest. More information about bus passes and other services can be found online at www.shropshire.gov.uk



Shropshire Council Bus Pass Renewal form

Got a bus pass?



Then please check the date

Is it due to EXPIRE this year?

If it is, then YOU will NEED TO APPLY for a new bus pass.

Please check the back of this leaflet for when you MUST apply

Frequently asked questions

Please check the back of this leaflet for when you MUST apply

Do I need to send another photograph?

No, we already have your photograph so there is no need to supply a new one.

Why do I need to renew my pass when you already have my details?

The Department of Transport has specified that the English National Concessionary Bus Pass must have an expiry date on it and that it cannot be more than 5 years from the date of issue. We are also taking this opportunity to confirm that the details we hold for you are correct.

When will I get my new pass?

The calendar overleaf indicates when you need to apply, so that we can do our best to get your new pass back to you just before your current pass expires. If you apply before this date you will not get your new pass any earlier. We will do our best to process late applications, but we cannot guarantee that the new pass will be back to you in time.

Will I receive confirmation that you have received my form?

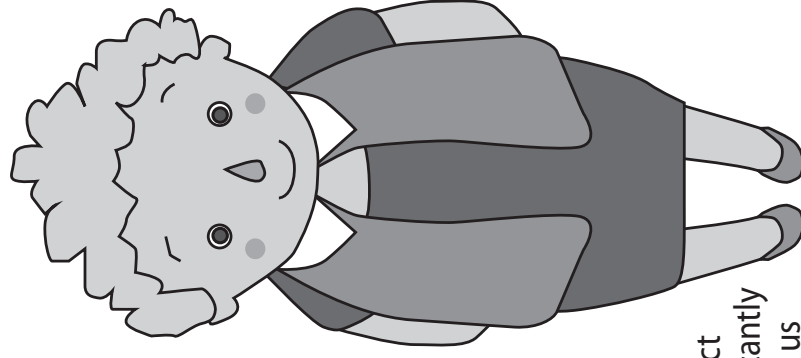
Confirmation will only be provided for online applications.

Why are you asking me for my email address?

We are taking this opportunity to collect your email address so that we can contact you by email for future renewals or for any other relevant information. It is significantly cheaper and easier for us to contact you by email; it also means that you can help us deliver more effective services in the future.

If you require any assistance to complete this form or if you have any questions please visit www.shropshire.gov.uk/buspass or call 01743 210336.

Data protection – The information that you provide on this form will be used by Shropshire Council and partner organisations if appropriate, to process your application. It may also be shared with other council services to ensure that your records are kept up to date and to help us identify other services which you may be entitled to. Shropshire Council is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form for prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.



Complete steps 1-6, sign and return it to your local library, council office or Customer Service Point.

If posting, please send the completed form in a sealed stamped addressed envelope to:

Bus Pass Renewals, Shropshire Council, The Chancery, Abbey Lawns, Shrewsbury SY2 5DE

Step 1 Please confirm the bus pass expiry date:

D	D	M	M	Y	Y
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Step 2 Please confirm the last 8 digits of current pass number

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Step 3 Please confirm your date of birth

D	D	/	M	M	/	Y	Y	Y	Y
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Step 4 Email address

Step 5 Please tick this box, if you do not want us or any relevant third party to contact you in the future.

Please turn over to complete step 6 and remember to sign and date your application