

## APPLICATION FOR A REPLACEMENT BUS PASS

We are sorry to learn of your need for a replacement bus pass. Due to a high degree of fraudulent activity involving bus passes, we find it necessary to apply the following procedure:

1. Complete this form as soon as possible and return it to our offices, together with a cheque for **£10.00** and a **passport-size photograph** of the student. Please write the student's name on the back of the photograph.
2. Our drivers will be given a photocopy of the missing pass and will be looking out for the original for a period of about five weeks.
3. During this period the student should give his/her name to the driver who will check his list of paid passholders. As soon as the missing pass is found (or at the end of the five week period) a replacement pass will be issued.
4. If you are requesting a replacement pass as the original was stolen, please enclose a photocopy of the Police Crime Report, so we can issue a replacement pass within one week.

We take this opportunity to remind you that the policy concerning replacement bus passes was made known to every applicant prior to buying your pass.

This policy is stated on our bus services leaflets, on the back of the pass, and on a separate letter enclosed when the pass was distributed.

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### APPLICATION FORM FOR A REPLACEMENT BUS PASS

**STUDENT'S NAME:** First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

**NAME OF SCHOOL/COLLEGE:** \_\_\_\_\_

**SERVICE NUMBER:** \_\_\_\_\_

**I wish to apply for a replacement bus pass as the original was:** (please tick)

STOLEN       LOST       MISPLACED       ACCIDENTLY DESTROYED

I enclose a copy of the Police Crime Report proving theft.

**I declare the information given above is true to the best of my knowledge.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

#### **OFFICE USE ONLY:**

Date of Notification: \_\_\_\_\_ Time: \_\_\_\_\_

Form Posted: \_\_\_\_\_ Form received: \_\_\_\_\_

Date of issue of replacement pass: \_\_\_\_\_  Cheque       Photograph