

**STR1/V2 Retired Nominee Oyster
card & photocard
application form**

Staff Travel, 4th Floor 5 Endeavour Square, London E20 1JN

Application for Retired Nominee Oyster card & photocard application

A Retired Nominee Oyster card gives free travel on all TfL's rail services, and London's bus and tram services. It also allows free travel on selected National Rail services. You can apply for a Retired Nominee Oyster card if they:

- are aged over 16 and
- live permanently at the same address as you

How to apply

Please complete all sections. Your nominee must sign the declaration in Part 4. The form will not be processed if any information is missing or completed incorrectly.

- Read the Conditions of Use overleaf
- Complete and sign the form, which confirms that you accept the Conditions of Use. You must ensure your nominee signs the declaration in Part 4.
- Send the completed form to Retired Staff Travel Services, 4th Floor 5 Endeavour Square, London E20 1JN

Proof of address

You must provide proof of address for your nominee/partner to confirm they live with you. Once processed, the application form and proof of address will be securely destroyed

Any of the following are accepted as proof of address:

- UK Driving licence (Full and Provisional - photocard version only)
- Utility Bill - gas, electricity, water, telephone - dated within the last 3 months
- Current TV licence
- Bank/building society statement/letter - dated within the last 3 months
- Current council tax bill
- Benefits notification letter/Official notification letter from Department Work and Pensions - dated within the last 3 months
- HM Revenue & Customs letter - dated within the last 3 months
- Tenancy agreement - from Local Council or Housing Association - Dated within the last 3 months

Not accepted:

- Mobile phone bill
- Credit card/store card statement
- Unsolicited/junk mail
- Tenancy agreements from private landlords and agencies

We accept copies - we don't need to see the original documents.

Change of Nominee

If you want to change your nominee, complete this form and send it to Staff Travel with the previous Retired Nominee Oyster card

- Your form will not be processed if you do not return the previous Oyster card
- You must pay the appropriate administration fee

Privacy notice

Transport for London (TfL), its subsidiaries and service providers, will use your personal information for the purposes of customer services and administration, the provision of travel related information, customer research and fraud prevention. If you use your nominee Oyster card or Partner PTAC in connection with National Rail products or services, you will also be authorising TfL to share your personal information with relevant Train Operating Companies so that they can use it for the same purposes. Your personal information will be properly safeguarded and processed in accordance with the requirements of privacy and data protection legislation.

In certain circumstances, TfL and relevant TOCs may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention or detection of crime.

We will not use your data for marketing purposes.

Your Retired Nominee Oyster card - Conditions of Use

1. Retired Nominee Staff Oyster cards are issued to the person whose name and photo appears on the accompanying Retired Staff Nominee Photocard, which must show the same pass number as the Retired Staff Nominee Oyster card.
2. Your Retired Nominee Oyster card is only valid for use when accompanied by your Retired Nominee Staff Photocard. You must show both cards whenever asked to do so by authorised staff.
3. If you do not have both cards you will not be authorised to travel and will have to buy a ticket or use pay as you go instead. These fares will not be refunded.
4. You can use your Retired Nominee Oyster card on the following:
 - **All TfL rail services; operated by** London Underground, Docklands Light Railway, London Overground, TfL Rail and Tramlink (except for any special services e.g. Steam Specials or Rail Tours)
 - **London's Bus services** displaying the red or white roundel on the front and any other bus service where TfL fares apply (except for any special services)
 - **National Rail services** (standard class only) between the following stations:

Amersham - Marylebone	Stratford - Liverpool Street
Finsbury Park - Moorgate (via Drayton Park only)	Kentish Town - Elephant & Castle or London Bridge
Fenchurch Street - Upminster	Euston - Watford Junction

It is not valid on any other National Rail service.

Note that all travel services are subject to change at any time.

5. Your Retired Nominee Oyster card and Photocard remain the property of TfL and may be cancelled, suspended or withdrawn at any time TfL thinks fit. You must surrender it when it expires, is cancelled or if you are no longer eligible under any applicable terms of issue.
6. Your Retired Nominee Oyster card and accompanying Photocard are not valid if they are altered or defaced in any way. If your Retired Nominee Oyster card does not work on the card readers or is damaged, you should report this immediately to Staff Travel so that a replacement pass and photocard can be issued in exchange.
7. If your Retired Nominee Oyster card and/or Photocard is lost, stolen, withdrawn or damaged, you must report it immediately to Staff Travel.
8. Staff Travel will issue replacement cards as soon as possible. A fee is generally payable. Note that tickets bought whilst waiting for your replacement Retired Nominee Oyster card and/or Photocard will not be refunded.
9. Any improper use of your Retired Nominee Oyster card/Photocard or any misconduct whilst travelling may result in your travel benefits being withdrawn and those involved may be prosecuted. In addition you are subject to all rules, regulations and Conditions of Carriage made applicable by the operators of the services listed in condition 4. Further information is at tfl.gov.uk/terms

Retired Nominee Oyster card & photocard application

Please complete this form and return it to:

TfL Staff Travel, Retired Travel Facilities, 4th Floor, 5 Endeavour Square, London E20 1JN

The form cannot be processed if any information is missing or completed incorrectly.

Part 1: Retired Employee Details (Please complete in using **BLOCK CAPITALS**)

Mr/Mrs/Ms/Miss First name _____ Surname _____
(Please delete)

Retired Number **R**

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 Date of birth:

D	D	M	M	Y	Y
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(As shown on Retired Photocard)

Home Address _____

Postcode _____

Part 2: Nominee's details (please complete all parts using **BLOCK CAPITALS**)

Mr/Mrs/Ms/Miss First name _____ Surname _____
(Please delete)

Date of birth:

D	D	M	M	Y	Y
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Part 3: Nominee's photograph & signature

NOMINEE

Please attach a full
faced passport style
photograph of the
nominee

Do not use paperclips

Nominee to sign within the box
below (in BLACK ink)

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**The photograph must be Passport style/sized and
clear with no hats or sunglasses. Photographs
that are not full faced or clear will not be accepted.**

Part 4: Retired Employee confirmation

I confirm that the nominee, named above, lives permanently with me at my above address, is over the age of 16 and that the attached photograph is a true likeness. I also understand that :-

- only one Retired Nominee Oyster card can be granted to me at any one time
- if the nominee and I cease to live together at the same address, currently given above, the eligibility to retain the Retired Nominee Oyster card ceases immediately. It is then my responsibility to return the Retired Nominee Oyster card and Photocard to Staff Travel, Retired Travel Facilities, 4th Floor 5 Endeavour Square, London E20 1JN
- the recording of any false information on this application may lead to prosecution and the withdrawal of this travel facility

Employee's signature _____ Date _____