

Notes for applicant

This card is only available to West Sussex residents aged 5-19 and in school or full-time further education.

An application fee of £50.00 applies unless your family meets certain low income criteria (see below).

You will also need to provide ONE passport photograph (please do not attach this to the form) and ask your teacher or tutor to complete PART B of the form.

How long will my card be valid for?

- If you are of compulsory school age, your card will be valid for three years or until you reach the end of Year 11, whichever is sooner.
- If you are in sixth form or college, your card is valid for one academic year only.

When will I receive my card?

New cards will be sent in approximately 4-6 weeks from when we receive your completed form. Renewal cards will be sent shortly before your current card expires (please send your form at least 6 weeks before your card expiry date).

Payment information

- Payment can be made by cheque, Postal Order, or any of the following credit/debit cards: JCB, Maestro, Mastercard, Solo, Visa and VisaDebit.
- To pay by credit/debit card, please call one of the numbers below. You will be given a payment reference to enter in Part C overleaf.

First time application – **03302 225666**

Renewal application – **01243 526082** or **01243 777505**

You are exempt from payment if:

- You receive 'income-based' free school meals at a West Sussex school.
- Your family is assessed as being on a low income. You will need to complete a 'Low Income Exemption Form' and provide evidence of the benefit your family receives. Please visit www.your3in1.co.uk for a form and further information, or call **01243 777330**.
- You are 'looked after' by the County Council's Children's Services, in residential or fostered accommodation.

How and where to send the form

Make sure you enclose your passport photograph loose inside your application form (do not stick it to the form). Place inside an envelope, seal securely and post to:

Your3in1 CitizenCard Scheme
West Sussex County Council
County Hall, West Street
Chichester, West Sussex PO19 1RQ.

YOUR 3in1 CITIZENCARD CONDITIONS AND DISCLAIMER

If you wish to apply for Your3in1 CitizenCard you must:- complete the Your3in1 CitizenCard application form; enclose one passport photograph (please print your name on the back of the photograph) as instructed on the form ● As soon as you receive the Your3in1 CitizenCard you must check the details are correct. If they are not correct you must return it immediately ● You must tell us immediately if the card is lost, stolen or if you believe that someone else is using the Your3in1 CitizenCard ● The Your3in1 CitizenCard may only be used by you and you must not change the card in any way ● If you misuse the Your3in1 CitizenCard you may be committing a criminal offence ● The Your3in1 CitizenCard may be confiscated by a Bus Operator for: abuse of the service being provided, including misbehaviour, abusive language and bullying; or any breach of these conditions ● We may issue a replacement Your3in1 CitizenCard if it is lost, stolen, or damaged for a fee of £12. Replacement cards can be requested by emailing info@yourspacewestsussex.co.uk or calling 01243 777330 ● The Council will not be liable if the Your3in1 CitizenCard is not accepted as proof of your age or identification, or if you are unable to use it because a bus has been cancelled, is late, or there are no seats, or standing room ● Personal data supplied in your application form remains confidential and is never passed on to third parties ● Completed application forms should be sent to the above address.

WSCC does not support or recommend the products or services advertised nor the organisations advertising/participating in this scheme. Cardholders and their parents should satisfy themselves on the suitability of any of these products or services and on the nature and standing of these organisations.

TRANSPORT CO-ORDINATION GROUP CONDITIONS OF THE CONCESSIONARY FARES CARD:

Parents and children will be responsible for ensuring that behaviour on the vehicle is acceptable and complies with any code of conduct issued by the school and the County Council. Unacceptable behaviour may result in the withdrawal of the concessionary card. Misuse of the card may result in the withdrawal of the concessionary fare. The use of the card does not guarantee the availability of a bus service or a seat on an existing service.

Information contained in this form is personal data which will be held on a computer and is, therefore, subject to the Data Protection Act 1998. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.westsussex.gov.uk/privacy-policy

If you would like a copy of this leaflet in another format, for example, audio, braille, large print or in another language, please call 01243 777330.

WS052(1) 05.15 Graphic Design
www.westsussex.gov.uk



travel, shop and play the 3in1 way

cheaper bus fares | discounts | proof of age

Application form for 5-19 year olds



For more info visit
www.your3in1.co.uk

