



Staff Nominee – Oyster card Application

The employee must fully complete Part 1 & 2.

Appropriate proof of address for the nominee must be provided. Accepted proofs are listed overleaf.

The form must be sent to Travel Services, 1st Floor, 14 Pier Walk, North Greenwich, London, SE10 0ES.

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

Part 1: Employee Details (please complete using BLOCK CAPITALS)

Mr/Mrs/Ms/Miss First Name: _____ Surname: _____

Delete as applicable

Employee No:

--	--	--	--	--	--	--

Date Entered Service:

D	D	M	M	Y	Y
---	---	---	---	---	---

Home Address: _____

Postcode: _____

Department: _____ Location: _____

Email address: _____ Contact No: _____

Part 2: Nominee Details (please indicate type of pass required, see overleaf for eligibility criteria)

☐ Nominee Oyster card

Mr/Mrs/Ms/Miss First Name: _____ Surname: _____

Delete as applicable

Date of Birth:

D	D	M	M	Y	Y
---	---	---	---	---	---

NOMINEE

Please attach securely, a full faced passport style photograph of the nominee

Do not paperclip.

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

--

The passport style photograph must be clear, with no hats or sunglasses and must have a clear background. Photographs that are not full faced or obscured will not be accepted.

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 Staff 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 Staff Nominee Oyster card. It is then my responsibility to return the Staff Nominee Oyster Travel Services. Failure to do so may lead to the withdrawal of this travel facility.
- The recording of any false information on this application may lead to prosecution and the withdrawal of this travel facility.



Proof of Address

Accepted proofs of address are as follows:

- UK Driving licence (Full and Provisional - Photocard version only)
- Utility Bill – Gas, Electricity, Water, Telephone (not mobile phones) - Dated within the last 3 months
- Current TV Licence certificate
- Bank/Building Society Statements/Letters - 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
- Education letter (if under 18 years of age) – Headed letter must confirm that dependant is in full-time education
- Tenancy Agreement – From Local Council and Housing Association - Dated within the last 3 months. (Tenancy Agreements from Private Landlords and Agencies are not accepted)

Not acceptable:

- Mobile Phone bill
- Credit Card/Store Card statement
- Unsolicited/Junk Mail
- Tenancy Agreements from Private Landlords and Agencies

We do not require the original documents; copies will suffice.

Change of Nominee

- If a change of nominee is required, this form must be completed and returned with the previous nominee pass.
 - The form cannot be processed if there is an outstanding pass on record.
-

Privacy Notice

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. Your personal information will be properly safeguarded and processed in accordance with the requirements of privacy and data protection legislation.

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