

National Entitlement Card application form guidelines

For Scotland-Wide Free Bus Travel for the disabled, those requiring the companion entitlement and Young Scots (16-25 years).

To renew your National Entitlement Card, you must have evidence that you have ongoing eligibility for the travel benefits conferred by the concessionary card. Take it to any Midlothian library.

Please do not hand your renewal form in to libraries in other authority areas – your application may be rejected as being “out of area”.

General (for all)

Provide:

- evidence no more than 12 months old that you still reside in Midlothian
- updated contact details
- your date of birth – this will help us find your records in our database.

Disabled

DISABILITY LIVING ALLOWANCE: DWP letter issued in the past 12 months showing receipt of higher rate mobility or higher or middle care component.

PERSONAL INDEPENDENT PAYMENT: DWP letter issued in the past 12 months showing receipt of standard/enhanced PIP for Mobility or Daily Living.

BLUE BADGE (Disabled Parking Permit): must be current and issued by any local authority in Scotland (England, Wales, NI, EU not accepted).

VISUALLY IMPAIRED: Blind/partially sighted registration certificate from RNIB.

DEAF: audiologist's written report.

MENTAL HEALTH/LEARNING DIFFICULTIES: enclose authorised NEC 003 from a designated signatory. (Do not approach your own GP to fill in the NEC 003.)

DRIVING LICENCE REVOCATION: DVLA letters D206, D220, D235 or NS57 revoke driving licence on health grounds (excluding drugs/alcohol).

TERMINAL ILLNESS/DEGENERATIVE DISORDER: Hospice admittance letter, DS1500 report from a hospital or a letter from the hospital consultant.

ROAD TAX EXEMPTION CERTIFICATE, Form DLA 404 or form DVLA V11

LIMB LOSS: Written confirmation from prosthetics clinic, physiotherapist or rehabilitation centre.

LIVING IN CARE/RESIDENTIAL HOME: Letter from home manager to confirm you would otherwise be eligible for DLA-Care, PIP-D/Living or AA.

Companion entitlement

There are six ways of confirming eligibility, shown by a “+1” in the third library section on page 2 of the form.

Young Scot card

Travel concession (1/3 discount to nearest 5p below) off adult single fares to all 16, 17 and 18 year olds. From 19th birthday to day before 26th birthday, same discount for those in voluntary work with a recognized volunteer organization.

Photograph

You do not always require a fresh passport-style colour photo when you renew. However, if your appearance has changed significantly since your previous card was issued, it will be time to arrange a new photo. Write your name on the back of the photo and attach it to this form with a paper clip. Remember, your photo needs to be as true a likeness of you as possible so that the bus driver will not query if the photo on the card is someone else.

If you have any general queries about the application form, please contact the Midlothian Council Travel Permits and Passes Team on 0131 561 5455 or ptu@midlothian.gov.uk (Staffed Mon-Thu 0900-1700, Fri 0900-1530, closed Sat/Sun).

Midlothian privacy notice

If you would like to know how Midlothian Council collects, uses and shares your personal information, please visit our website to access [our Privacy notice](#).

Getting help to complete this form

If you would like support to complete your individual application form, please contact one of the two Citizens Advice Bureaux in Midlothian to book an appointment:

CAB Dalkeith, 8 Buccleuch Street, EH22 1HA, 0131 660 1636

CAB Penicuik, 14a John Street, EH26 8AB, 01968 675259