



Oyster privilege discount entitlement application form (National Rail Safeguarded Employees)

If you have a National Rail Staff Travel Card (NRSTC) as an employee, partner or a dependant and you wish to pay as you go at Privilege rate for your leisure journeys on London Underground, DLR, London Overground and (where permitted) National Rail, you must complete this application form.

Once authorised (see Section 2), it can be taken to any London Underground station ticket office by either the applicant named in Section 1 or the employee named in Section 2. You must bring with you:

- A completed application form signed and dated in Section 2.
- The current NRSTC of the applicant named in Section 1.
- If the application form is presented by the employee named in Section 2 on their partner or dependant's behalf, the employee must also present their NRSTC as proof of identity.

Further information

- If you already have an Oyster card, or Oyster Photocard, you can have the Privilege discount entitlement added to this card. Take it with you to a London Underground ticket office with your authorised application form.
- If you do not have an Oyster card, you will need to pay a refundable £5 deposit to obtain one.
- You will also need to load pay as you go credit on your Oyster card to cover future journeys.
- If you are under 16 years of age, the Privilege discount entitlement can only be added to an Oyster Photocard. If you do not have an Oyster Photocard, you need to apply for one, using the application form available at Post Offices throughout Greater London. If you live outside London, you can apply for a non-resident 16+ Oyster photocard [online](#). You need allow 3 weeks for your application to be processed.
- You must take your Oyster Photocard with you to a London Underground ticket office when submitting this application form.
- Holders of 16+ and 18+ Oyster Photocard holders can have the privilege discount entitlement loaded to their card.
- If you have more than one Oyster card, you must keep them separate to ensure the correct card is read by the reader.
- Your privilege discount entitlement will expire when your NRSTC expires.

How to complete your Privilege rate Oyster single fares application form

Complete the application form in black or blue ink. Write clearly in the boxes. Take the completed authorised form, together with the money you wish to put on your Oyster card and a £5 deposit if you need to obtain a new Oyster card, to any London Underground ticket office.

Section 1: Personal details

Print your name and address in capitals in the spaces provided. The email address is optional. In accordance with the Privacy Notice below, it will only be used to provide customer service information relevant to the applicant named in Section 1.

The Oyster card password should be something you can remember, e.g; mother's maiden name, memorable date (ddmmyy) or memorable place.

If you already have a registered Oyster card or an Oyster Photocard you will not need to complete the password section:

- **Do not** use this form to update the personal details on your Oyster card - to do this please contact the Oyster Helpline on 0845 330 9876 or visit tfl.gov.uk/oyster.

Section 2: Declaration

Items marked * **must** be completed where the applicant named in Section 1 is a partner or a dependant. This includes providing the name of the associated employee at the start of Section 2 and the employee's signature at the foot of the page.

All applications must include the employee's company and the name and signature of his/her employing manager.

The applicant **must** sign the declaration in the box marked Signature of applicant. Where the applicant named in Section 1 is under 16, the parent/guardian must sign on behalf of the applicant. Where the applicant is a partner or dependant, the employee must also sign in the box marked Employee signature.

Terms and Conditions

- All Oyster cards and Oyster photocard are the property of Transport for London (TfL). They are issued in accordance with TfL's Conditions of Carriage, which can be viewed at tfl.gov.uk/fares or obtained by calling 020 7222 1234.
- All National Rail Staff Travel Cards (NRSTC) are the property of the issuing company and are issued in accordance with the Privilege Ticket Regulations
- Any breach of these Terms and Conditions, may result in the withdrawal of your Oyster card and NRSTC. Those involved may be liable for prosecution and the associated employee may also be liable to disciplinary action. TfL reserves the right to refuse any application.
- The application form must be verified and authorised by the employing Company of the employee named in Section 2.
- Either the applicant named in Section 1 or the employee named in Section 2 must be present at the time the application form is presented at a London Underground ticket office.
- Normal Oyster card deposit rules apply.
- You can only use your Oyster card with privilege discount for leisure purposes. You must get another Oyster card or other ticket in order to travel at the appropriate rate for journeys to and from work.
- If you have more than one Oyster card, you must keep the Oyster cards separate, to ensure the correct card is read by the reader
- You must carry both your Oyster card, or Oyster Photocard and NRSTC with you when travelling and show it when asked to do so.
- An Oyster card with a valid Privilege discount entitlement can only be used by the applicant and is not transferable. Oyster Photocards are not transferable at any time.
- The privilege discount entitlement will expire on the same date as your NRSTC.
- If your NRSTC is lost or stolen, you must not use your Oyster card or Oyster Photocard for privilege rate rail travel until you receive a replacement NRSTC
- If your NRSTC is replaced or is reissued, you must have the privilege discount entitlement on your Oyster card or Oyster Photocard updated at any London Underground ticket office. You do not need to complete a further application form, when doing this.
- If you lose your Oyster card, you must notify the Oyster helpline on 0845 330 9876 or visit tfl.gov.uk/oyster.

Privacy Notice

1. 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 Oyster card 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 the Data Protection Act 1998.
2. 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.
3. If you are under 16 your parent/guardian can also contact us and will be given the same information as we would give to you.
4. We will not use your data for marketing purposes.
5. Where a NRSTC has been issued for leisure purposes, TfL and its agents will monitor usage of the associated Oyster card to ensure that the Terms and Conditions under which the NRSTC and associated Oyster card were issued, are being complied with. This information will be shared with the employing manager of the employee named in Section 1 and, where the Terms and Conditions are being breached, may result in disciplinary action or the withdrawal of privilege facilities.

