

County Durham Travel Scheme



Change of Address Form

Please use this form to inform us of a change of address

Your Personal Details		
Title:	First Name:	Surname:
Date of Birth:		

Your Old Address	Your New Address
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:

What you need to include
<p>You need to send some evidence of your new address. This could include any official correspondence, a letter from your doctor, or a utility bill. If you are not sure what to send, please call us on 03000 268667.</p> <p>Please do not send originals of your information as we will not be able to return them.</p>

Declaration		
<p>I wish to change my address for my County Durham Travel Scheme bus pass. I have enclosed proof of my new address.</p>		
<table border="1"> <tr> <td>Signed: _____</td> <td>Date: _____</td> </tr> </table>	Signed: _____	Date: _____
Signed: _____	Date: _____	
<p>Data Protection Act 1998 - This information will be used for the purpose of providing concessionary bus travel. Durham County Council may share this information with other bodies responsible for auditing or administering the County Durham Travel Scheme.</p>		

Please send to the address below	
<p>Sustainable Transport Durham County Council County Hall Durham DH1 5UQ</p>	<p>Please remember to supply a copy of the relevant document to support your address change</p>