



# Taxi Transport Subsidy Scheme (TTSS) Smartcard Photo Collection form

As a participant of the TTSS we require a personal photo of you to be printed on your new Smartcard for security and identification purposes. Please follow the below instructions for submitting your personal photo and sign this form. Please return the signed form with your two personal photos back to TfNSW.

## Photo Collection

Please provide **two identical current colour personal photos.**

Please **print your name and sign on the back** of one photo.

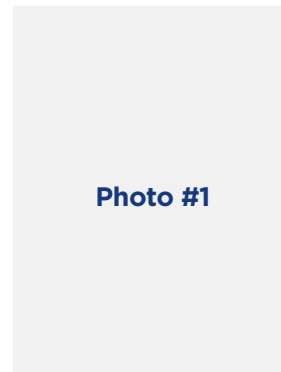
Please send both photos and this form signed to Transport for NSW. Address overleaf.

### Requirements

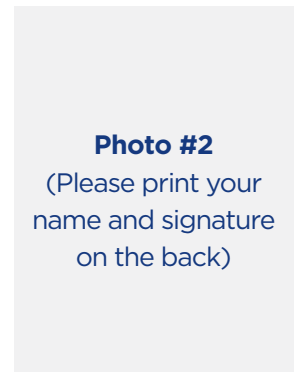
The photo can be taken by a friend, carer or family member. The photo does not need to be an official passport photo but it can be similar.

The photo must clearly show your face and only the top of your shoulders.

**Please note**, that if your photo does not meet these requirements, you will be required to send us another photo and this may delay you receiving your Smartcard.



**Photo #1**



**Photo #2**

(Please print your name and signature on the back)

**I certify that I have read or have had read to me the privacy statement and the terms and conditions that are listed on the back of this form.**

<b>Client ID</b> - number written on your letter	
<b>First Name</b>	
<b>Middle/Other Name</b>	
<b>Last Name</b>	
<b>Concessions Scheme Participant's signature</b>	
<b>Date (DD/MM/YYYY)</b>	

If the participant is unable to sign, the declaration is required to be signed by the carer.

<b>Name of person signing on behalf of the TTSS Participant</b>	
<b>Signature of person signing</b>	
<b>Date (DD/MM/YYYY)</b>	

Please send this completed and signed form with your two personal photos to:  
**Taxi Transport Subsidy Scheme, PO BOX K659, Haymarket NSW 1240**

If you have any questions about this form or TTSS please contact us at [transportnsw.info/concessions-application](http://transportnsw.info/concessions-application) or call Transport Info on 131500.

## Concessions Scheme collection of personal photos

### Privacy Statement and Terms and Conditions

To ensure you understand TfNSW's obligations when managing your personal information, please read the privacy statement and terms and conditions below and before signing this form. Once the form is signed and TfNSW has received your personal photo, we will proceed with the production of your TTSS Smartcard.

**PRIVACY STATEMENT:** Transport for NSW (TfNSW) is collecting your personal photo in connection with the Taxi Transport Subsidy Scheme for identification purposes. TfNSW may also use your personal photo in connection with other TfNSW Concessions Schemes. For example, Vision Impaired Pass. While providing your personal photo is voluntary, you may not be able to have a TTSS Smartcard unless you provide it.

TfNSW will use your personal information, including your photo, to administer and manage the Scheme. In administering and managing the Scheme, TfNSW may use your personal information, including your photo, to produce and issue the Smartcard and investigate and handle non-compliance with the Scheme Terms and Conditions.

Otherwise, TfNSW will not disclose your personal photo without your consent unless authorised by law. Your personal photo will be managed by TfNSW in accordance with the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002. For more information about how TfNSW manages personal information or to access or amend your personal information please see the TTSS Privacy Statement at [transportnsw.info/travel-info/ways-to-get-around/taxi-hire-vehicle/taxi-subsidy-scheme](https://transportnsw.info/travel-info/ways-to-get-around/taxi-hire-vehicle/taxi-subsidy-scheme).

**TAXI TRANSPORT SUBSIDY SCHEME TERMS AND CONDITIONS:** As a Taxi Transport Subsidy Scheme (TTSS) participant, you must use your Smartcard or Travel Dockets in accordance with the conditions of use. A breach of these conditions may lead to your removal from further participation in the Scheme and/or prosecution.

**USE OF THE SMARTCARD:** A Smartcard or Travel Docket can be used only by the participant whose name and account number appears on either the Smartcard or Travel Docket. The Smartcard must also display the photo of the participant. The participant must be in the vehicle for the entire duration of the subsidised trip.

Your Smartcard or Travel Docket must always be used with your payment to the driver for the subsidised travel. If the Smartcard reader is unavailable the driver may take an imprint of your card to claim the subsidy.

Until notified by Transport for NSW, participants with Smartcards are to carry a minimum of 2 Travel Dockets as a back-up. Once you have been issued a Smartcard you will only use a Travel Docket if the taxi is not enabled to accept the Smartcard. On all other occasions you will be expected to use your Smartcard.

Transport for NSW is not responsible for reimbursing to you any taxi fare expenses where you have been unable to provide your Smartcard or Travel Docket. Where a Smartcard is faulty or the payment system is down, you should consult with the driver around your options for claiming the subsidy.

You must not sell, exchange, lend or give away your Smartcard or Travel Dockets to any other person. You are responsible for the safe keeping of your Smartcard or Travel Dockets and you must not leave your Smartcard or blank Travel Dockets with a taxi driver.

Your issued Smartcard will detail the expiry date of the card. The Smartcard will be valid for use through until the final day of the month shown on the card.

If your participation in the Scheme is cancelled for any reason, or you no longer need access to the Scheme or you have moved interstate, your Smartcard and any unused Travel Dockets must be returned to us at PO Box K659 Haymarket NSW 1240.

If you lose or have your Smartcard or Travel Dockets stolen, you must notify us as soon as possible. You may notify us through the TTSS Customer Portal, via the online Concessions Enquiry form or by contacting 131 500 Transport Info, and we will arrange for a Smartcard or Travel Dockets to be sent to you.

Transport for NSW shares application information with third parties, including IMMEX Green Square Medical Treatment Pty Ltd for the purpose of validating applications and issuing a Smartcard or Travel Dockets. To understand how Transport for NSW may use and disclose your personal information for the purposes of the Scheme please read the Privacy Notice.

If you do not provide the required information or consent to the sharing of your data with these third parties, Transport for NSW is unable to process your application and issue a Smartcard or Travel Dockets.

Your privacy is important to us. Information collected by Transport for NSW is subject to the Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act) and other relevant laws. Please read the Scheme Privacy Notice ("Privacy Notice") to fully understand how your personal information will be handled by Transport for NSW. The Privacy Notice describes the types of information collected by Transport for NSW. The Privacy Notice also explains how you may access and amend your personal information.

For the full terms and conditions and the Privacy Notice related to the Scheme, refer to the Transport for NSW website [transportnsw.info/taxi-subsidy-scheme](https://transportnsw.info/taxi-subsidy-scheme).

