

# Priority seat card criteria for applications

You...	Please send in one of the following with your application
Have a disability or medical condition that affects your ability to stand comfortably or safely on a train journey	Copy of a Doctor's note confirming disability or medical condition
	Copy of the Award letter for Attendance Allowance
	Copy of the Award Letter for the Disability Living Allowance
	Copy of written confirmation from Jobcentre Plus
	Copy of letter from the Department of Works and Pensions (DWP)
	Copy of Certificate of Taxable Incapacity Benefit and Income Tax
	A copy of your award letter for Personal Independence Payments.
Are registered as having a visual impairment	Social Services official stamp on your priority seat application form
	Copy of your certificate of visual impairment (CVI)
	Copy of your DB8 certificate for being registered blind or partially- sighted
are pregnant	Copy of your MATB1
	Copy of your doctors written confirmation of pregnancy
	Copy of your NHS Maternity Exemption Certificate
are over 65	Copy of your birth certificate
	Copy of your driving licence
	Copy of your Passport
have a child travelling with you under the age of 3	Copy of the child's birth certificate

In addition to the above you are also required to send in proof of address with name and address on it. This might be a copy of utility bill, copy of your driving licence, copy of council tax bill etc.

**All documentation submitted should be a copy of the original.**

Information submitted to Govia Thameslink Railway (GTR) as part of your application will be used and stored only in accordance with the Data Protection Act. Information and copies of documents supplied is kept at Customer Services, in a secure filing cabinet that only nominated staff have access to. It is shredded six months after the priority seat card application. On the application form you will need to sign to confirm you agree to GTR storing your data in this way. The evidence documentation will be retained and stored and will only be used to contact you concerning the priority seat card initiative.