



Department for

**Infrastructure**

An Roinn

**Bonneagair**

[www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk)



## **Registered Blind SmartPass application: Guidance Notes**

Please read these guidance notes carefully before completing your Registered Blind SmartPass application form.

### **Are you eligible?**

You qualify for free fares on public transport if you are registered as blind with a Northern Ireland Health and Social Care Trust, and are permanently resident in Northern Ireland.

## **Completing your application form**

### **Step 1: Personal Details**

Please fill in your details in CAPITAL LETTERS. Omissions and illegible or unclear entries may delay your application or cause it to be rejected. You must include a photograph which must be colour, with a white background, recent, passport-sized, and clearly show your full face.

### **Step 2: Declaration**

Please sign and date this part of the form to confirm that you have read and understood the Terms and Conditions on the application form and the Data Protection Statement overleaf. Applications without the necessary signature will NOT be processed.

### **Step 3: Countersignature**

You **MUST** get your form signed by someone aged at least 18, who has known you for 2 years or more, is a permanent resident of Northern Ireland, and **NOT** a relative. Applications that do not comply with this requirement will not be processed. The same person who countersigns your application must countersign your photograph with the words “I certify that this is a true likeness of [Name of Applicant]”, followed by their signature.

### **Step 4: What To Do Next**

You must first send your completed application to be verified by the relevant Health and Social Care Trust (see contact addresses on Page 4). Following verification by your Health and Social Care Trust, your application form should then be sent to Translink in the pre-paid envelope provided.

#### **Additional information and help;**

If you need to find out more about the Registered Blind SmartPass application process, or need some help to complete your form, please contact:

Department for Infrastructure  
Public Transport Services  
Clarence Court  
10-18 Adelaide Street  
BELFAST  
BT2 8GB

Telephone: (028) 9054 0712  
Textphone: (028) 9054 0642

Email:  
smartpass@infrastructure-ni.  
gov.uk

## **Data Protection Statement**

In order to comply with the requirements of the Data Protection Act 1998, we would advise you that the personal information you provide on this form will be processed and held by the Department for Infrastructure (DfI), and its agents, for the purposes of managing and operating the Northern Ireland Concessionary Fares Scheme.

The personal data you provide may also be checked with other agencies to determine whether or not the information you have provided is still correct. DfI will use non-personal statistical data to analyse current, and plan for future use of the Concessionary Fares Scheme.

DfI will investigate all cases of alleged fraudulent use, and the information you have provided may be used in conducting these investigations. If consent to these arrangements is not given, your application will NOT be processed.

To find out where you need to send your completed application form, please contact your Health and Social Care Trust:

**Northern Health & Social Care Trust**

Trust Headquarters  
Bretten Hall  
Bush Road, ANTRIM,  
BT41 2RL

Tel: (028) 9442 4000  
E-mail: [info@northerntrust.hscni.net](mailto:info@northerntrust.hscni.net)  
Internet: [www.northerntrust.hscni.net](http://www.northerntrust.hscni.net)

.....

**Belfast Health & Social Care Trust**

Trust Headquarters,  
Belfast City Hospital,  
Lisburn Road, BELFAST  
BT9 7AB

Tel: (028) 9504 0100  
E-mail: [info@belfasttrust.hscni.net](mailto:info@belfasttrust.hscni.net)  
Internet: [www.belfasttrust.hscni.net](http://www.belfasttrust.hscni.net)

.....

**Southern Health & Social Care Trust**

Southern Area College of Nursing,  
68 Lurgan Road,  
PORTADOWN  
BT63 5QQ

Tel: (028) 3833 4444  
E-mail: [corporate.hq@southerntrust.hscni.net](mailto:corporate.hq@southerntrust.hscni.net)  
Internet: [www.southerntrust.hscni.net](http://www.southerntrust.hscni.net)

.....

**South Eastern Health & Social Care Trust**

Trust Headquarters  
Ulster Hospital,  
Upper Newtownards Road,  
BELFAST  
BT16 1RH

Tel: (028) 9055 3100  
E-mail: [public.relations@setrust.hscni.net](mailto:public.relations@setrust.hscni.net)  
Internet: [www.setrust.hscni.net](http://www.setrust.hscni.net)

.....

**Western Health & Social Care Trust**

Altnagelvin Area Hospital,  
Glenshane Road, LONDONDERRY  
BT47 6SB

Tel: (028) 7134 5171  
E-mail: [info.enquiry@westerntrust.hscni.net](mailto:info.enquiry@westerntrust.hscni.net)  
Internet: [www.westerntrust.hscni.net](http://www.westerntrust.hscni.net)