

# Access Travel Pass

Information and application form

Effective October 2019

## Am I eligible?

You may be eligible for a Access Travel Pass if you;

- have permanent physical disability, cognitive condition or mental illness,
- can travel independently
- are unable to consistently physically touch on and off or consistently comprehend the need to touch on and off
- are a permanent Victorian resident.

If you need to travel with a companion/carer, you aren't eligible for this pass. You may be eligible for:

- Companion Card – [companioncard.org.au](http://companioncard.org.au)
- Multi-Purpose Taxi Program – [taxi.vic.gov.au/passengers/mptp](http://taxi.vic.gov.au/passengers/mptp)

If you use a scooter or wheelchair for mobility outside your home, you may be eligible for a Scooter/Wheelchair Travel Pass – visit [ptv.vic.gov.au](http://ptv.vic.gov.au) for more information.

## How does it work?

The Access Travel Pass is a registered myki card that gives you free travel on public transport in Victoria. It includes your name and photo, and comes with a lanyard to make it easier to carry.

The Access Travel Pass gives you free travel on:

- trains, trams and buses in metropolitan Melbourne
- V/Line train and coach services
- regional town bus services
- other services operated by Public Transport Victoria.

Customers should check if their free travel pass is accepted before travelling with an interstate or private operator. These include NSW TrainLink, Great Southern Railway, airport services, tourist railways, privately run bus services and chartered trains, trams and buses.

Carry your pass with you when travelling. You don't need to touch on or off, but you'll need to show it to station staff to go through station gates and may be asked to show it to public transport staff.

The Access Travel Pass is free.

## How do I apply?

1. Complete this application form
2. Attach one colour passport size photo which has been verified – Section 2
3. Have your health professional complete Section 4
4. Send the form (flat and unfolded) to:

### Access Travel Pass Applications

PTV Hub  
PO Box 4724  
Melbourne VIC 3001

Or deliver in person to:

PTV Hub  
Southern Cross Station

**Please note:** We can't process an incomplete form or return forms and photos. Photocopied applications are not accepted

If you qualify for the Access Travel Pass, you will be notified by mail within 10 business days.

# Section 1: Applicant

## 1.1 Applicant's details

Title (Mr, Mrs, Miss, Ms, other)

Surname

First Name

Date of Birth (dd/mm/yyyy)

Address

Unit number

Street number

Street name

Suburb/town

State

Postcode

Postal Address (If different from above)

Unit number

Street number

PO Box number

Street name

Suburb/town

State

Postcode

Daytime phone number (with area code)

Email

**1.2** Have you previously applied for the Access Travel pass?

Yes

No

**1.3** Are you a permanent Victorian resident?

Yes

No – Unfortunately, you’re not eligible for this pass

**1.4** Can you travel independently on public transport without the assistance of a constant carer or companion?

Yes

No

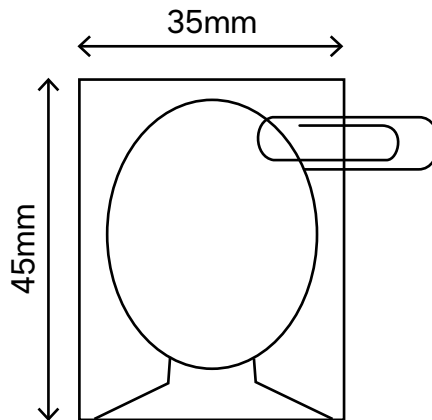
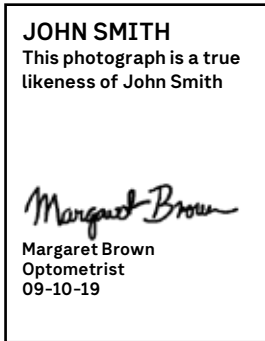
**1.5** Describe how your condition impacts your physical ability to consistently touch on and off the myki readers and gates, so that you have a valid ticket to travel.

OR

Describe how a mental illness or cognitive condition affects your understanding of when, where and how to consistently touch on and off the myki readers and gates.

## Section 2: Photo

**2.1** Attach one recent (no more than three months old) colour, passport size photo using a paper clip only.



## 2.2 Verify your identity

**Submitting by post** Ask your health care professional or Justice of the Peace to print your full name on the back of your photo and sign it, certifying it is a true likeness of you. See the example above.

**Submitting in person** Your passport photo can be verified by a PTV Hub employee. You will also need to bring formal photo ID to verify your identity.

Your photo is kept on file to make it easier to send you a replacement pass, if needed.

### Section 3: Applicant or legal guardian/agent declaration

I, \_\_\_\_\_  
(name of applicant) declare that all information provided and the following is true and accurate, that I:

- have a permanent physical disability, cognitive condition or mental illness
- am unable to consistently physically touch on or off the myki readers and gates or
- am unable to consistently comprehend the requirement, and/or when or where to touch on and off to myki readers and gates
- can travel independently on public transport
- authorise public transport authorities to verify the information in this form and to obtain and disclose any information relating to this application for the purpose of assessing the applicant’s eligibility for an Access Travel Pass
- agree that the applicant’s chosen health professional may share information about the applicant to help assess the application
- am a permanent Victorian resident
- have read, or had explained to me and accept the terms and conditions (Section 5)
- have read or had explained to me and accept the privacy collection notice (Section 6).

Signature

Date (dd/mm/yyyy)

Signature of applicant/guardian/agent  
(must be 16 years and over)

**If signed by a guardian/agent, please complete the following;**

If the applicant is under 16 years of age or is unable to sign the application, the applicant’s guardian/agent needs to complete and sign the section below.



I, \_\_\_\_\_  
(name of guardian/agent) declare that I have read and explained the contents of this application to the applicant and that the details set out for the applicant are correct.

Relationship to applicant

Phone number (with area code)

## Section 4: Health practitioner declaration

**IMPORTANT:** Your complete answers to these questions are critical in the assessment of the applicants eligibility. Please ensure you read and understand the eligibility criteria outlined on pages 2 & 3 before completing this declaration.

**4.1** I am currently a:

- Medical practitioner
- Psychiatrist
- Clinical psychologist
- Physiotherapist
- Occupational therapist

**4.2** Is the applicant's condition permanent?  
(i.e. won't improve with time or medical treatment)

- Yes
- No

**4.3** Can the applicant travel independently on public transport?  
(i.e. doesn't need help to board public transport or choose the correct route, station, stop or platform)

- Yes
- No

**4.4** Does the applicant's condition impact their ability to consistently and independently:

- Physically touch on and off the myki readers and gates (e.g. limited hand movement, unable to reach the myki readers, balance issues)

OR

- Understand when, where and how to consistently touch on and off the myki readers and gates (e.g Mental illness, cognitive condition)

Yes

No

**4.5** Describe how the applicant's physical or cognitive condition prevents them from consistently touching on and off the myki readers and gates (as described in 4.4). **Please note**, just stating the applicant's condition is not sufficient.

## 4.6 Declaration

I, \_\_\_\_\_  
(name of health practitioner)

have been treating \_\_\_\_\_  
(name of applicant)

for \_\_\_\_\_  
(duration of treatment)

and declare that:

- I'm not the applicant or a member of the applicant's immediate family
- I agree to share reasonable information to help PTV assess the applicant's eligibility
- I've signed the back of the applicant's photo and confirm it's a true likeness.
- the information provided above about the applicant is true and correct

Signature

Date (dd/mm/yyyy)

D	D	M	M	Y	Y	Y	Y
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Professional stamp

(All relevant details must be written in the space below if professional stamp is not provided)

AHPRA registration number

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**Please note:** Changes in this section can be made only by the health practitioner and accompanied by their signature (not initials) and professional stamp.

## Section 5 – Terms and conditions

1. This pass is only valid for the person whose photo and name appears on it.
2. You need to carry your pass when travelling on public transport in Victoria.
3. You need to show your pass to a public transport employee, when requested.
4. Your pass remains the property of PTV. If you tamper with your pass, it may be cancelled.
5. If you lose your pass or it's ever stolen, damaged or becomes inactive, you'll let us know as soon as possible by calling (03) 9619 2710 we'll send you a free replacement pass.
6. Your myki is issued subject to, and its use is governed by, the myki Terms of Use, the Transport (Compliance and Miscellaneous) Act (1983) and related regulations, and the Victorian Fares and Ticketing Manual (myki) ('Ticket Conditions'), as amended from time to time. The myki Terms of Use limit Public Transport Victoria's PTV liability and may impose certain fees.

## Section 6 – Privacy collection notice

If you don't provide the information required, we may not be able to provide you with a free myki.

Your personal information may be used or shared amongst public transport authorities for the operation of myki, to verify entitlement to a free travel pass, for ticketing enforcement, in emergencies, as required or authorised under law, with your consent. You'll be able to access your personal information.

Public Transport Victoria (PTV) understands and respects your right to privacy and is committed to privacy protection. The Privacy and Data Protection Act 2014 and PTV's Privacy Policy regulate how we collect and handle your personal information.

For more information on terms and conditions and privacy, visit [ptv.vic.gov.au](http://ptv.vic.gov.au) or contact PTV's Information Privacy Officer by phone **1800 800 007** or email [ptvprivacy@ptv.vic.gov.au](mailto:ptvprivacy@ptv.vic.gov.au)

For more information visit [ptv.vic.gov.au](http://ptv.vic.gov.au) or call **1800 800 007**.

If you're deaf, or have a hearing or speech impairment, contact us through the National Relay Service – for more information, visit [relayservice.gov.au](http://relayservice.gov.au)



For information in other languages:

普通話	9321 5454	廣東話	9321 5441
<b>Italiano</b>	9321 5444	ਪੰਜਾਬੀ	9321 5445
<b>Ελληνικά</b>	9321 5443	हिन्दी	9321 5442
<b>Việt-ngữ</b>	9321 5449	සිංහල	9321 5446
عربي	9321 5440	<b>Español</b>	9321 5447

If your language isn't listed visit [ptv.vic.gov.au/languages](http://ptv.vic.gov.au/languages) or call **9321 5450**.