

Bracknell Forest e+card application form (Leisure)



To apply for a Bracknell Forest e+card please complete ALL sections in BLOCK CAPITALS - for help see the reverse. If you would also like to take out paid Sports Centre Membership, please complete a separate Leisure Centre Membership application form and attach it to this application form.

If you currently have BFBC Sports Centre Membership please write your membership no.

Title: Male/ Female (please circle)

Surname:

Forename/s:

Date of birth (dd/mm/yy): / /

Address:

..... Postcode:

Phone: email (optional):

Ethnic origin (please circle):

- | | | | |
|-----------------------------|---------------------|-------------|-------------------------------|
| White British | White Irish | Other White | Mixed White & Black Caribbean |
| Mixed White & Black African | Mixed White & Asian | Other Mixed | Indian |
| Pakistani | Bangladeshi | Other Asian | Black Caribbean |
| Black African | Other Black | Chinese | Other ethnic group |

Do not wish to indicate

For data security:

Please write a number or word (up to 9 characters) to act as your Bracknell Forest e+card password and a short clue to help you recall it

Personal fact:

Personal fact clue:

Over 18's e+card mailing list. Please circle for information you would like and how you wish to receive it.

Which Information: Council Only Council and Partners Partners Only No Information

Choose how you receive the information: Mail Email Phone Not applicable

Guarantor details: Are required for all applicants under age 16 and guarantor must sign below:

Title: Surname:

Forename/s: Relationship to applicant:

Address:

..... Postcode:

Phone: email (optional):

Please sign and date the form below.

Signature: **Date:**

Data Management: The information you provide will be used anonymously for statistical and concessionary purposes and to help plan and improve Bracknell Forest Borough Council e+card Services. Your information may be shared with other public sector organisations where it is required by law. For your convenience, the Bracknell Forest e+card Programme would like to share your application information with other departments of the Council and third parties working in partnership with the Council as they introduce e+card card services. Your permission for the Council to use your data in this way can be changed at any time.

Please tick here if you do not wish your data to be used in this way

You will be responsible for taking care of your card and, if you use the e-purse, any funds held on it. A full copy of Bracknell Forest e+card terms and conditions are available for viewing, please ask reception staff.

Notes to help you apply for a Bracknell Forest e+card

Please fill in all sections of the form. Each person needs to fill out a separate form. Staff will check the details and take a photograph of you to be printed on the card. In the event that a person cannot be present for a photo to be taken, please attach a passport photograph instead. It is important that we have a photograph with this application otherwise we will be unable to process this application in full and you will not receive the Bracknell Forest e+card.

Proof of identity

Information held on the database needs to be verified as accurate. You will need to provide two proofs of identity; one for address and one for your signature to verify the information you supply on the application form.

Proof of your current address: Bank statement or utility bill (less than two months old) for any of the following: gas, electricity, telephone, water, credit card, charge card. Any of the following payment books: Child Benefit, Pension, Rent, Council Tax or Building Society Book, NHS Card, Drivers Licence, TV licence, Tenancy Agreement

Proof of signature

Any of the following: Credit Card, Bank Card, Store Card, Passport, Drivers Licence.

Date of birth verification

Verification is not compulsory but is an option for anyone who wishes to do so. It is particularly advantageous to under 21's if they wish to use the card for Proof of Age purposes. Anyone who provides a date of birth whether it is verified or not will have that date of birth held in the chip on their card. If an applicant opts not to verify their date of birth, they are still fully entitled to leisure membership. A card will be produced but without any proof of age function on the card. Any applicant who verifies their date of birth will have it recorded in the chip that the date of birth given has been satisfactorily verified. For cardholders over the age of 21 who verify, the date of birth will be held in the electronic chip as verified but no date of birth will be printed on the card. As Bracknell Forest e+card act as Proof of Age cards for cardholders under 21, in this case the verification is held in the electronic chip and the date of birth is printed on the card. Those cardholders aged between 10 to 21 years who verify their date of birth will also have the PASS logo, a nationally recognised Proof of Age accredited hologram printed on their cards. For this reason identity verification needs to include photographic proof.

Accepted date of birth and identity verifications for applicants aged under 12 and over 21 years:

Birth certificate, passport, NHS card, NI card, new style driving licence.

PASS accreditation - Accepted date of birth and identity photographic proofs for 12 to 21 year olds are:

Passport, Driving Licence, Connexions Card or other PASS accredited card such as Citizen card.

If none of the above documents is available there is a Proof of Age Referee Certification form to be filled in which is available from reception staff. Once this process has been completed, the applicant then returns the referee form and photograph with the main Bracknell Forest e+card application form. Staff will then contact the referee to confirm that they personally have completed the referee form.

Racial and Ethnic Monitoring

The Council is obliged by Central Government to monitor how its services are used by all sections of the population. Please indicate which you consider best describes your racial or ethnic group. If you do not wish to give this information please circle 'Not willing to indicate'.

Personal Fact & Clue

To enable the Bracknell Forest e+card Programme to protect your data if you need to contact us indirectly (e.g. by telephone or email) please provide a name, word or number which is personal to you and is unlikely to be found or guessed by others who know you e.g. your mother's maiden name or a significant date. You need to also provide a short clue which would help you to recall the personal fact without making it easy for others to guess.

Members under 16 years of age

If an applicant is under 16 years of age a parent, grandparent or legal guardian must act as a guarantor and sign the form, not the applicant.

Bracknell Forest e+card mailing list (only for applicants over 18 years of age)

The Council will provide the option for card holders aged over 18 years to receive offers, invitations to events and useful information about its services. You can also choose to receive information about associated services or products from partners working with the Council You can choose whether to join the mailing list and if you do, whether to receive information from the Council and/or from organisations working in partnership with the Council. Please tick one box for which information you would like to receive and indicate how you would prefer to receive it. If you have more than one method you choose to receive, number your choices; 1, 2 etc., according to your preference. You may alter your preferences or withdraw from the mailing list at any time by informing reception staff.

Signature and Date

It is most important that the form is signed and dated by the applicant (or the guarantor in the case of those aged below 16 years).

| Staff Use Only | | |
|--|---|---|
| Address verified: Yes / No (existing member's details are verified) | Resident / Non resident (Check postcode against BFBC list) | Photo taken: Yes / No |
| Date of birth verified: Yes / No Document type used: Document number: | PASS Photo ID Document used: Document number: (staff to sign and print name) | PASS by referee form Referee form checked: Yes / No Referee contacted: Yes / No (staff to sign and print name) |
| All sections filled: Yes / No (ensure guarantor signs for under 16's) | Signature verified: Yes / No (staff to sign and print name) | |