

Completed applications should be returned in person to one of the following Halton Direct Links (postal applications are not permitted):

- **Halton Lea**, Rutland house, Halton Lea, Runcorn, WA7 2ES
- **Widnes**, 7 Brook Street, Widnes, WA8 6NB

Opening hours are as follows:

Monday to Friday 9.00 am – 5.30 pm Saturday 9.00 – 1.00pm

Telephone: 0303 333 4300

Please allow up to 21 days for delivery. If you do not receive your pass within 28 days you **MUST** notify the local office, failure to do so will result in your pass being treated as a replacement and a £10.00 fee will be applied.

At the time of application please ensure you have the following with you:

Proof of Residence	i.e. Utility bill or bank statement (must be no more than 3 months old)
Proof of Identity	i.e. Passport, driving licence photocard, benefit award letter, birth certificate (If a married woman marriage certificate also required)
Proof of Eligibility	Please refer to evidence sheet for details of acceptable documents. If you cannot provide any proof of eligibility and we have to contact your GP they may charge for this service. Please note that HBC will not be responsible for these charges.
One passport sized photograph	Must be recent (Within 5 years) and of passport quality showing a close up of applicant's head and shoulders without a hat, facing forwards looking directly at the camera on a plain background. Photos can be taken free of charge if required in any of the Halton Direct Link One Stop Shops.

<div style="border: 1px solid black; padding: 20px; width: fit-content; margin: 0 auto;"> <p>PLEASE ATTACH PHOTOGRAPH HERE</p> </div>	FOR OFFICE USE ONLY				
	Received	DD	MM	YY	
	Verified and accepted	Residence			
		Identity			
		Eligibility			
		By			
	Expiry Date				
CMS Reference					