



Section A – Conditions of issue and use

For Former Employees who meet the criteria for a 'Gold Pass' the 'Gold Pass' Employee Opal card issued to you and to your spouse/partner (if applicable) is valid for free travel on Sydney Trains and NSW TrainLink services, State Transit buses and Sydney Ferries services.

Rail employees exiting after 1 May 2018 may also use their 'Gold Pass' employee Opal card on Sydney Metro, light rail and privately operated bus services.

Former Employees must pay a concession station access fee when travelling to or from Sydney Domestic and Sydney International Airport train stations.

Employee Opal card – Terms of Use

Using the Employee Opal card is subject to the Opal Terms of Use, available at www.transportnsw.info/opal-terms-of-use, including the additional terms and conditions set out below, and the Opal Privacy Policy available at www.transportnsw.info/opal-privacy-policy. The Employee Opal card is a Free Opal Card, as defined in the Opal Terms of Use.

The holder of the Employee Opal card agrees to comply with the Opal Terms of Use, including these additional terms and conditions and any Employee pass management guidelines or procedure as applicable to the person (i.e. Sydney Trains/NSW Trains Employee Passes Booklet or its successor, or STA Employee Pass procedure):

- Employee Opal cards are a valuable benefit. Security of the Employee Opal card is your personal responsibility.
- The Employee Opal card must only be used by the person named on the card. The holder must not allow other people to use their Employee Opal card. Allowing others to use your Employee Opal card may result in cancellation of the card and your entitlement.
- The Employee Opal card can only be used on nominated services (eg Sydney Trains, NSW TrainLink, State Transit or Sydney Ferries services), under any restrictions imposed from time to time.
- Employee Opal cards cannot be used on privately operated bus services or the Light Rail (excluding rail employees exiting after 1 May 2018).
- A concession station access fee is payable when travelling to or from Sydney Domestic and Sydney International Airport train stations.
- Holders must tap on and tap off at an Opal reader with their Employee Opal card at the beginning and end of every trip when travelling in the Opal network.
- When travelling using your Employee Opal card, you must provide evidence of your entitlement upon request from a bus driver or Authorised Officer.
- The 'Gold Pass' Employee Opal card always remains the property of TfNSW and may be cancelled for any breach of conditions.

Section B – Former employee details *(this section must be completed by all applicants)*

Surname:		Given name:	
Employee number: <small>(eg 0000661234 or 1000123123)</small>		Date of birth: / / <small>day month year</small>	
Agency where you were last employed: <input type="checkbox"/> Sydney Trains <input type="checkbox"/> NSW Trains <input type="checkbox"/> STA <input type="checkbox"/> TfNSW			
Position held prior to leaving:			
Business group:			
Years of service	Date left service: / / <small>day month year</small>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Delivery address: <small>(for main applicant)</small>			
Suburb:		Postcode:	State:

Section C – Spouse / partner, widow / widower details *(if applying for spouse / partner, widow / widower Opal card)*

Surname:		Given name:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Spouse / partner <input type="checkbox"/> Widow / widower	Date of birth: / / <small>day month year</small>	
Street number / name:			
Suburb:			
Postcode:	State:	Contact number:	
Delivery address: <small>(if different from residential address)</small>			
Suburb:		Postcode:	State:

Section D – Issue reason

Former employee

- | | |
|--|---|
| <input type="checkbox"/> Recently left service | <input type="checkbox"/> Opal card stolen |
| <input type="checkbox"/> Opal card lost | <input type="checkbox"/> Opal card not received |
| <input type="checkbox"/> Opal card damaged | <input type="checkbox"/> Opal card not working |

Spouse / partner, widow / widower

- | | |
|--|---|
| <input type="checkbox"/> New application | <input type="checkbox"/> Opal card stolen |
| <input type="checkbox"/> Opal card lost | <input type="checkbox"/> Opal card not received |
| <input type="checkbox"/> Opal card damaged | <input type="checkbox"/> Opal card not working |

Section E – Privacy notice

Transport for NSW (TfNSW) is committed to protecting the privacy of your personal information in accordance with the *Privacy and Personal Information Protection Act 1998* (NSW).

The personal information provided on this application form for your Employee Opal card, is collected by TfNSW for the purposes of you obtaining an Employee Opal card and will continue to be held by TfNSW for the purposes of determining your eligibility for, and issuing and managing of, your travel entitlement and Employee Opal Card.

So we can deal with your concession travel entitlement and Employee Opal card, TfNSW may share your information with other NSW Government Transport cluster agencies to validate your details and eligibility for an Employee Opal Card.

Otherwise we will not disclose your personal information unless you consent, or we are permitted or required by law.

For information about how your personal information is collected, used and disclosed in the Opal ticketing system, read our Opal Privacy Policy at www.transportnsw.info/opal-privacy-policy.

TfNSW will keep your information at 18 Lee Street, Chippendale NSW 2008. You can ask to access or amend your personal information held by us, by contacting TfNSW at privacy@transport.nsw.gov.au or PO Box K659, Haymarket NSW 1240.

Section F – Employee and spouse / partner / widow / widower declaration

- I wish to apply for a Former Employee 'Gold Pass' Employee Opal card.
- I have read the Privacy Notice (at Section E), and I consent to the collection, use and disclosure of my personal information by TfNSW as described in the Privacy Notice.
- I confirm that I have read and agree to comply with the Conditions of issue and use (at Section A).
- I understand that any breach of these conditions can result in cancellation of the Employee Opal card and future entitlements.
- Where I am listed as a spouse / partner / widow or widower in Section C above, I also declare that I am the spouse/ partner, widow or widower of the former employee named at Section B.
- I declare that the information provided by me in this application is true and correct. I understand that is an offence to attempt to obtain the benefit of a concession entitlement by false statement or other dishonest means.

Employee's name (print): Date: / /
day month year

Spouse / partner / widow / widower name (print): Date: / /
(if applicable) day month year

Save then upload your completed form using the online link

Online
transportnsw.info/concessions-application