

# Metlink Central Pass Office

---

## **Retired Employee Travel Pass application information**

The Metlink Central Pass Office has been established under Metlink to provide a range of free public transport travel passes.

In order to meet audit requirements, Metlink requires the Central Pass Office to obtain documentary evidence of all former PTC and associated service to enable it to assess whether the former PTC employee is eligible to receive a free Retired Employee Travel Pass.

As most former PTC employees departed from the PTC years ago, Metlink in conjunction with the Department of Transport has developed a statement of service pro forma (attached pages 3, 4 & 5) for former PTC employees to complete in order to establish the following:

- PTC start date of employment
- PTC end date of employment
- Reason for separation
- Date of birth confirmation

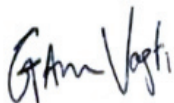
If you have other paperwork that confirms the above please send by mail to:

Metlink Central Pass Office  
Southern Cross Station  
99 Spencer St  
Docklands VIC 3008

Or you can fax it to the Central Pass Office on 9619 1490 for consideration with your contact details.

Employees who transferred to franchisee or non franchisee companies after privatisation (28/08/1999) will require a statement of service from their former employer. This form is often referred to as the G255 form and it should be requested via your former HR Department.

Yours sincerely,



Gavin Vosti  
Manager  
Metlink Central Pass Office



## Steps to ensure a successful Retired Employee Travel Pass application

1. Apply for a Statement of Service from the Department of Transport.
  - Or send by mail or fax a copy to the Metlink Central Pass Office on 03 9619 1490, your personal statement of service containing the above information with your contact details.
  - Or request your G255 form from the HR Department of your previous employer.
2. When you receive your Statement of Service form from the Department of Transport telephone the Metlink Central Pass Office on 03 9619 1159 to ascertain if you are eligible to receive the RETP.
  - Or if you fax your own copy of your statement of service or G255 form please await a call from the Metlink Central Pass Office to confirm your eligibility for the RETP.
3. After receiving confirmation of eligibility for the RETP the applicant must produce the following information in person or via mail:
  - Drivers licence or photo identification (photocopy via mail) of former PTC employee
  - Drivers licence or photo identification (photocopy via mail) of spouse/partner
  - Marriage certificate (photocopy via mail)
  - Or complete a statutory declaration for domestic relationship (partner) stating that you and your partner have been living in a domestic relationship together for more than 12 months
  - Birth certificates (or photocopy) for dependants under the age of 18
  - Recent coloured photograph (no more than three months old) of all applicants. Please print your name on the back of the photos supplied.

### **The Metlink Central Pass Office is located at:**

Southern Cross Station (Bourke St end near Bus Interchange)  
99 Spencer Street  
Docklands VIC 3008

### **Office hours**

Monday to Friday 8.30am to 5pm

A photograph will be taken at the Central Pass Office at a cost of \$6.60 per person. Or alternatively you may bring in a colour passport-sized photograph of yourself, spouse or dependants that is recent (no more than three months old). The photograph should be approximately 45mm high by 35mm wide.

or

By mail (Please allow at least 10 working days for your new pass to returned)  
Enclose all of the above information and mail it to:

Metlink Central Pass Office  
Southern Cross Station  
99 Spencer St  
Docklands VIC 3008

