|  |  |
| --- | --- |
|  | b\_line Administration  Room U7  Economy, Transport & Environment  County Hall  Matlock  Derbyshire  DE4 3AG |
| Derbyshire Schools PUBLIC | Telephone: 01629 536738  Ask for: Jane Brudenell  Email: jane.brudenell@derbyshire.gov.uk  Our ref:  Your ref:  Date: 29 November 2019 |

Dear Colleague

**b\_line Cards: Online application portal now live**

Following on from my previous letter about the changes to the way b line is administered I am pleased to tell you that the online application portal is now live via this link.

<https://bline.derbyshire.gov.uk/home.faces>

Applicants will be required to enter their email address and set up a password to register. They will then receive an email to activate their account and then proceed to enter their name, address, date of birth and upload a head and shoulders photograph. T&C’s must be read and acknowledged by the parent/guardian of students for b\_line1 cards and by the student themselves for b\_line2 cards. The card will be sent direct to the student’s home address within 5 working days of application.

We realise that not all young people will have access to a computer at home, so we would very much appreciate it if anyone in that situation could be given access to a computer at school in order to apply for their card.

If you would like to discuss any of these changes, or for any further information please contact me.

With best regards

Yours sincerely

Jane Brudenell

Senior Technician – Concessionary Travel