

## Instructions

### Application for the issue of season tickets for schoolchildren on public transport or the issue of a personalised pass for transport available for schools

1. First choose the appropriate link and open:

<https://www.navo.niedersachsen.de/navo2/go/a/1395> (General education schools)

<https://www.navo.niedersachsen.de/navo2/go/a/1394> (Job training schools)

2. Antrag auf Ausstellung einer Schülersammelzeitkarte im öffentlichen Personennahverkehr oder eines Berechtigungsausweises in freigestellten Schülerverkehr opens up:

- Select optional registration and use without registration
- Click **Weiter**.

3. **Information on the processing of personal data**

- Click agreement to the use of personal data, add Cross to **Zustimmen** (permission).
- Click on **Formular ausfüllen** (fill out form).

4. **Details of schoolchild:**

Choose: School year, forename, last name, date of birth, address (street, house number, Postal code, town) and click **Weiter**

**Personal details of parental guardian:**

Fill in forename, last name, telephone number, email address, address (if other from schoolchild) and choose **Weiter**.

**Details of school and form of transport:**

Fill in name of school, class, first day of school, bus stop nearest to home, bus stop nearest to school, Complete school year or from a certain date, remarks and press **Weiter**

5. **Submit application**

- Receipt of application will be sent per email.