



PTV-Approved School Student ID



A PTV-Approved School Student ID is now accepted as students' entitlement to buy student passes and concession fares.

This new, flexible option means that students at participating schools no longer need to arrange, pay for and carry the dedicated PTV School Student ID to travel on student passes or concession fares.

Schools that wish to offer this option to their students, will need to ensure their school ID cards meet PTV's fraud prevention requirements and be approved by PTV for use. Schools will also need to agree to the *Intellectual Property Licence Deed Poll* which articulates the terms and conditions of using the PTV logo. Once a school has signed the *Intellectual Property Licence Deed Poll* and returned it to PTV, if approved, the PTV logo will be supplied for schools to use for 24-months.

PTV-Approved School Student ID cards must be digitally colour printed using card printing hardware. Hand-made/laminated cards will not be accepted.

The existing PTV School Student ID will remain an option for students whose schools choose not to participate.

For further information email us at ticketingservices@ptv.vic.gov.au

How to have your School ID approved by PTV

Step 1

Design your ID card keeping in mind that a professional quality and durability is required. Hand drawn, desktop produced proofs will not be accepted. The card design needs to include:

- School name
- Student name
- Student photo
- Expiry date of the card (not exceeding 28 February after the child finishes year 12)
- School name inserted in the intellectual property authorisation line
- A 10mm high x 17.5mm wide space for the PTV logo (white background only)
- Any other information the school requires.

Once you have a proof in PDF format and you have completed the *Intellectual Property Licence Deed Poll*, email both documents to ticketingservices@ptv.vic.gov.au

Step 2

If approved, PTV will email you with the logo for you to add onto your card design.

Once complete, print the students' ID cards.

Step 3

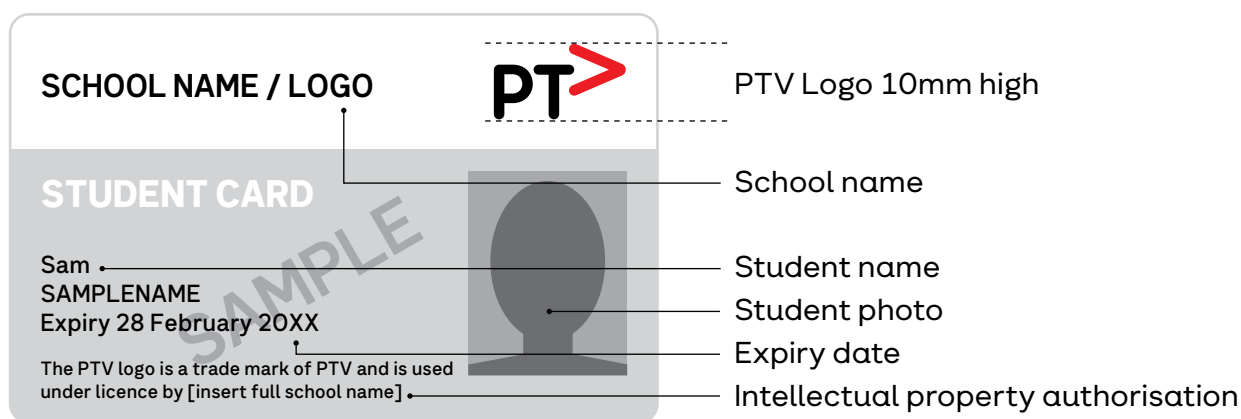
Distribute the PTV-Approved School Student ID to your students to carry when they travel. They'll need it as proof of entitlement to concession fares or to buy a student pass.

Students should register their myki to protect their card's balance if it's lost or stolen. If the registered myki is lost or stolen, the student can contact the PTV Call Centre on **1800 800 007** 6am to midnight daily (all night Friday and Saturday) to block their card and replacement myki pass will be issued.

Step 4

As the use of the PTV logo is valid for 24 months, schools will need to reapply to continue to use the PTV logo. Further information and any changes to the requirements of use can be obtained by emailing ticketingservices@ptv.vic.gov.au

Card example only



If you would like to apply to have your school's ID card approved by PTV, complete the Intellectual Property Licence Deed Poll below:

[Download the Intellectual Property Licence Deed Poll](#)