

# CEA Card Application Form.

Form Revision 0008.

Please complete the **five** following steps to apply for your card. If you require a replacement card you **must** still complete this form fully. By applying for this card the applicant **agrees to accept the terms and conditions of use.**

## **STEP 1. THE CARDHOLDERS DETAILS.**

Please fill out the details for the cardholder below. Please note that **the cardholder is the person requiring assistance at the cinema**, not the person providing assistance to them such as a carer or parent.

First Name.

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Surname.

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House Number.

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Street Name.

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Town or City.

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County.

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Postcode.

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Telephone.

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## **STEP 2. A PASSPORT SIZED PHOTO.**

Attach a passport-sized photo of the cardholder in the box to the right.

Again note that **the cardholder is the person requiring assistance**, not the person providing assistance.

Affix  
Photograph  
Here.  
Maximum  
Photo Size  
35 by 45 mm.

Please write the **cardholder's name on the reverse** in case of detachment in the post this will allow the photo to be matched up to the form again if needed. Please **ensure that the photo is clear** to enable easy checking in the cinema.

## **STEP 3. YOUR PROOF OF ELIGIBILITY.**

Enclose a copy of proof that clearly demonstrates one of the following:

**Option A. Disability Living Allowance or Attendance Allowance.**

This can be a current copy of a D.W.P. letter or a copy of current D.L.A. payment to the applicant such as a bank statement.

**Option B. Registration as a blind person.**

**If you are sending originals you require returning please tick here and enclose a stamped addressed envelope for their return.**

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Documents received without a return request and **stamped addressed envelope** will be securely disposed of using an environmentally friendly process.

**STEP 4. YOUR PAYMENT OF THE £5.50 PROCESSING FEE.**

Enclose a payment by cheque or postal order of **£5.50**.  
DO NOT SEND CASH BY POST.

Please make cheques or postal orders payable to: **“The Card Network”**.

**STEP 5. CHECKING THE CONTENTS AND POSTING YOUR APPLICATION TO US.**

Please check carefully that you have followed **Steps 1 to 4 above**.  
Incomplete and or incorrect applications will delay your application as we will contact you by post for the necessary details and items. Check that you have applied the correct postage as we do not collect mail sent with insufficient postage. We recommend that you include a return address on your envelope in case your mail fails to reach us.

Send your completed application to:

**CEACARD, PO Box 199, Deeside, CH5 9BW.**

The card will take approximately **THREE WEEKS** to process. **Please allow this time before contacting us** about your card. **Incomplete and or incorrect applications may take longer to process** as any problems will need to be resolved before the application begins the usual three week processing period.

For further information visit **[www.ceacard.co.uk](http://www.ceacard.co.uk)**  
or contact the **CEA CARD HELP DESK**.

**Telephone Number.** 0845 123 1292.

**Minicom Number.** 0845 123 1297.

**Email.** [info@ceacard.co.uk](mailto:info@ceacard.co.uk)