

ISSP



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S E C U R I T Y
A G E N C Y

How to prove your Identity for Social Security

Why do I need to prove my identity?

If you are claiming social security benefits, you must be able to prove your identity. We need to make sure benefits are paid to the right people at the right time.

This leaflet is most relevant if you are claiming benefit for the first time or if you are making a new claim for benefit. It covers the ways you can prove your identity, and the main papers you can show us to help.

What do I need to know?

What documents can I use?

Below are some of the documents you can use to help prove your identity. We can't usually accept photocopies.

Formal identification documents

- Valid passport (or two or more passports if you are of dual- or multi-nationality)
- Identification (ID) card
- Birth certificate or deed poll
- Home Office document

Work documents

- Letter from your employer
- Contract of employment
- Evidence that you have been looking for work
- Work permit
- Certificate of incorporation
- Articles of association
- Memorandum of association
- Stock transfer form

Financial documents

- Payslips
- Invoices
- Schedule D tax form

Training or education documents

- Student identification (ID) card
- Letter from your college (including details of the type and length of course and weekly hours)
- Student loan documents

Other

- Mortgage or rental agreement, or a letter confirming where you live
- Full or provisional driving licence
- Utility bills (gas, electricity)
- Letter from an accountant
- Letter from clients
- Services contract

When will I need to prove my identity?

You will need to prove your identity if any (or more than one) of the following is relevant to you.

- You are claiming benefit.
- You are starting work and need a National Insurance (NI) number.
- You are looking for work and need an NI number.
- You are claiming benefit for your partner, or for an adult dependant. If the partner or dependant has a National Insurance number, you will need to provide this number.

Coming into your local office for an interview

If you need to prove your identity, we will usually organise for you to come into your local office. You should bring as many documents as possible from the list shown in 'What documents can I use?'. Any other papers that show your name, address, date of birth or photograph may also help.

If you do not have papers to help prove your identity, you should explain this to us.

If you have a National Insurance number already

If you have a National Insurance number, you should bring it with you to your Social Security interview. You can find this number on your NI number card, letters from social security, payslips or correspondence from HM Revenue and Customs (HMRC). A National Insurance number is always made up of numbers and letters, like AC 12 34 56 C.

If you do not have an NI number, we will arrange an interview. We will give you a number if necessary, but not at the same time as your interview.

How do I find out more?

For more information on proving your identity, contact your local Social Security or Jobs & Benefits office. The contact details are in your local phone book, or at www.dsdni.gov.uk

Remember this leaflet is only a general guide and not a full and authoritative statement of the law. We have made every effort to make sure that the information in this leaflet is correct at the date shown below. However, changes in the law make the leaflet become gradually less accurate. For up-to-date information please contact your local Social Security or Jobs & Benefits office.

www.dsdni.gov.uk

DSD is committed to applying the principles of equal opportunities in its programmes and services.

