

How to prove
your identity
for social security



A basic guide

**to how you can help
prove your identity for
social security purposes**

Proving your identity

Benefit fraud costs the country millions of pounds. We need to make sure benefits are paid to the right people at the right time.

If you are claiming social security benefits you must be able to prove your identity.

This leaflet tells you about the ways you can prove your identity and the main papers you can show us to help. Check the list on page 3.

You will need to prove your identity if:

- You are claiming benefit
- You are starting work and need a National Insurance (NI) number
- You are actively seeking work and will need an NI number. Evidence that you are actively seeking work could include:
 - letters from employers
 - details of employment agencies you are registered with
 - confirmation of registration with a Jobcentre.

If you are claiming benefit for your partner, or for an adult dependant, you will need to prove their identity as well. If the partner/dependant has an NI number, you will need to provide this number.

If you do not have papers to help prove your identity, you should explain this to us. We may need to arrange an interview to help you prove your identity.

Your National Insurance (NI) number

- If you have an NI number you should bring it with you.
You can find this number on your NI number card, letters from social security or payslips.
- If you do not have an NI number we will arrange an interview. We will give you a number if necessary, but not always at the same time as your interview.
- An NI number is always made up of numbers and letters, like this:
AC 12 34 56 C.

Your NI number is not proof of your identity.

Other formats

This leaflet is also available in large print, braille, on audio cassette and in the following languages:

- Arabic
- Bengali
- Chinese
- Gujarati
- Punjabi
- Somali
- Urdu
- Vietnamese.

You can also get these from your social security office.

Social security interviews

- Interviews can help us to help you prove your identity.
 - You should bring as many papers as you can from the following list. Any other papers showing your name, address, date of birth or a photograph may also help.
 - You cannot normally make a claim on behalf of someone else. If you want more information get **GL21** *A helping hand for benefits* from your social security office.
- Articles of association
 - Stock transfer form
 - Schedule D Taxation form
 - Services contract
 - Invoices
 - Letter from accountant
 - Letter from clients
 - Letter from college, including details of type and length of course and weekly hours
 - Student ID card
 - Full driving licence

Papers you can use

These are some of the papers you can use to help prove your identity. You need to provide as much information as possible to confirm your identity. We cannot usually accept photocopies:

- Valid Passport/ID card
- Two or more passports if of dual/multi nationality
- Home Office documents
- Work Permit
- Letter from employer/contract of employment
- Evidence of actively seeking work
- Payslips
- Mortgage/rental agreement or letter confirming where residing
- Marriage/birth certificate/deed poll
- Student loan documentation
- Certificate of incorporation
- Memorandum of association

Where to get help and advice

To get more information or other leaflets, get in touch with your social security office. For your nearest social security office look for the **Jobcentre Plus, social security or Jobcentre** display advert in the business numbers section of the phone book.

If you are able to use the internet, you can get more information from the DWP website. The address is:
www.dwp.gov.uk

To contact us by email see the *Contact Us* section of the website.

Remember that this leaflet is a general guide and is not a full and authoritative statement of the law. We have made every effort to ensure that the information in this leaflet is correct at the date shown on the cover. However, changes in the law may make the leaflet become gradually less accurate.