

We can only accept the type of documents listed below as proof of your identity.

- Postal Bank Statements, Building Society or Post Office Books, (dated within four weeks of the claim). We cannot accept balance slips or mini statements.
- Current benefit award letter from the Department for Works and Pensions (DWP) ie Jobcentre Plus or Pension Service
- Birth Certificates. If it is in your maiden name, we also need your marriage certificate for your new name.
- Credit Card / Store Credit Card / Bank Card not loyalty cards etc.
- Certificate of Employment in HM Forces or Navy.
- Divorce / Annulment Papers.
- Driving Licence including provisional licence.
- Home Office Standard Acknowledgement Letter (SAL1/2) or UK Residence Permit.
- I.D. Card issued by an EC/EEA member state.
- Letter from Solicitor / Social Worker, Probation Worker or Inland Revenue e.g. tax coding.
- Life Assurance / Insurance Policies.
This has to be on your life, not contents or car insurance.
- Marriage Certificate
- Medical Card
- National Insurance Number Card or an official document showing your N.I. Number e.g.
 - P60 or P45, or
 - Private Pension slip.
- Passport, even if it is out of date.
- Derbyshire County Council Bus / Travel pass
- Gas / Electric / Water Rates / Fixed Telephone Bill, in your name dated in the last three months.
- Wage Slip from current employer, but not if it is hand written.

Benefits Team

Claim what's yours!

Second Adult Rebate

**Please read these instructions before completing this form.
It is very important.**

Please answer every question and return the form as soon as possible, even if you cannot send all the evidence required, as we usually cannot backdate benefit. Normally benefit can only be awarded from the Monday after we get your claim. We cannot accept photocopies of documents.

Please do not send valuable items like passports, passbooks and credit cards through the post. You can take them to:

Buxton Town Hall
Chinley Offices or
Glossop Municipal Buildings

where we will copy them free of charge and return them to you immediately.

Everyone making a claim for benefit must show us two different documents as proof of identity, one of which must show your national insurance number. We can usually only accept the type of documents listed over the page. You will usually only need to do this once.

Please remember to enclose evidence of the other adult's income.

Please telephone the Benefits Service if you have any problems completing this form.

High Peak Borough Council



0845 129 7777

www.highpeak.gov.uk