

Part 14 - Checklist

Evidence we need

We must see proof of certain things before we accept your claim. Here is a list of the documents we need. You must send the originals - not photocopies. You can post the claim sheet and the documents to us - but if you are sending valuable original documents, you may prefer to take the sheet and the documents to certain council offices who will handle the application for you and give your documents back (see 'What do next' overleaf).

Evidence of Personal Details Evidence of your identity

Please provide **one** document from the list below. This must show your date of birth:

- Marriage certificate
- Birth certificate. Divorce, annulment or separation papers in your current name. If your name has changed because of marriage, provide your marriage certificate as well.
- Full driving licence (photo card or paper)
- Passport (current and valid) or national identity card
- Residence permit, Application Registration Card (ARC) or Home Office UK Border Agency Letter.
- Gas, electricity, phone or water bill in your name, received within the last three months (but not a mobile phone bill).
- Medical card or television licence in your name
- Bank statement (recent)
- Credit card

Evidence of your National Insurance Number

Please provide **one** document from the list below. They must be different documents to the ones provided as proof of identity (see above):

- P45 or P60
- Payslip, salary statement or works pension statement (as long as it shows your National Insurance Number).
- Letter from the Inland Revenue about tax or tax credit
- Letter that the Pension Service or Jobcentre Plus has sent to you (not handwritten)
- National Insurance number card (not handwritten)

Evidence of your rent, unless you are an Enfield Homes tenant

Please provide **one** document from the list below.

- Your tenancy agreement
- your rent book or rent receipts
- a signed, detailed statement from your landlord

All of the above must include your landlord's name and business address, the date your tenancy started and the amount of rent you are charged.

Evidence of child benefit

Please provide a bank statement showing the benefit paid in.