

NATIONAL INSURANCE (NI) NUMBERS

You will need to go to the local JobCentre Plus to get your National Insurance number. It may take at least 2 visits to do that. You can go there during all normal office hours but the 2nd meeting with them, if you need an interview, will probably need an appointment.

The JobCentre Plus website is at www.jobcentreplus.gov.uk

A National Insurance number is a personal number used:

- to record National Insurance contributions
- to claim benefits
- to prove a right to work in the UK

But it is not, on its own, proof of your identity. It does not act as photo ID. In the UK proof of identity is usually a passport or photo driving licence.

You should apply for a NI number if:

- you have started (or are going to start) work
- you are self-employed
- you or your partner wish to claim benefits for yourselves or a dependent
- you want to benefit from paying contributions (for pensions or sickness)

Interviews and checks to give you a NI number:

- JobCentre Plus will make sure that you need a NI number
- JobCentre Plus will make sure that you're entitled to a NI number
- JobCentre Plus will make sure you haven't got a NI number already
- JobCentre Plus will interview you to be sure of your identity
- JobCentre Plus will interview you to be sure that, if you want the number to work, you are allowed to work
- If you need an interpreter for the interview, JobCentre Plus will organize one
- Sometimes JobCentre Plus will need to keep your documents for a short time to make checks, but if so they'll give you one

Original documents (no photocopies) they will certainly want to see (whichever ones are relevant):

- Passport (or passports – 2 or more if you have dual or multiple nationalities)
- Birth certificate
- Adoption certificate
- Registration or Naturalization certificate
- Home Office documents confirming you are entitled to work in the UK

- Work Permit

Other documents that might help:

- Travel documents showing how you got to the UK and where you have been
- National identity card
- MASS 35 form (issued to people applying for asylum in the UK).
- Marriage or civil partnership certificate
- Full driving licence
- Home Office documents
- Utility bills (gas, electricity, water, telephone)
- Student-loan documents
- Student identity card
- Letter from your college, including course details
- Mortgage or rental agreement
- Employment documents
- Payslips
- A letter from your employer
- Your contract of employment
- Details of any employment agencies with which you are registered
- Evidence that you are actively looking for work
- Certificate of incorporation
- Memorandum of association
- Articles of association
- Services contract
- Stock transfer form
- Documents if you're self-employed
- Invoices
- Letters from your accountant
- Letters from your clients
- Your Schedule D tax form

If you have any other documents that may help prove your identity and/or your right to work, take them with you. If you do not have any documents, you must still go to the interview. You may be able to prove your identity and right to work with the information you give at the interview.

What happens next?

If your application is successful, they will send you your NI number in writing then send you a card with your NI number details on it at a later date. If your application is unsuccessful, they will write and tell you.

For more information, visit the Department for Work and Pensions website at www.dwp.gov.uk