

## Information you will need to use the service

Please bring the following information with you, when you use the service:

### Checklist

- Birth Certificate (you may be registering the birth directly before you use this service)
- A completed claim form for Child Benefit (if you are making a claim)
- The parent/s named on the birth register's National Insurance number/s and/or date of birth, address and telephone number.
- Details of any benefits the parent/s named on the birth register are receiving /have applied for
- The partner of the person named on the birth register, (if they live in the same household) including their National Insurance number and/or date of birth and information about any benefits they may be receiving.

You will need to get the permission from these people to tell us about them before you use the service.

This document is available in various formats and languages  
Please call 01224 523029.

إذا كنت تود الحصول على هذه الوثيقة بالخط العريض أو البريل أو الأشرطة الصوتية المنمجة أو كنت تود ترجمتها إلى لغة أخرى فالرجاء الاتصال بنا على الهاتف أدناه.

如欲索取此文件的凸字版、大字版、語音光碟，或其他語文翻譯本，請致電下列號碼。

আপনি যদি এই দলিলটি ব্রেইলে, বড় ছাপার অক্ষরে বা শোনার জন্য সিডি, অথবা দলিলটি অন্য কোন ভাষায় অনুদিত চান তবে অনুগ্রহ করে নীচের টেলিফোন নম্বরে ফোন করে আমাদের সাথে যোগাযোগ করুন।

Proszę się skontaktować z nami pod poniższym numerem telefonu jeśli ten dokument jest wymagany w alfabecie Braille, w dużym druku, na płycie kompaktowej CD lub przetłumaczony na inny język.

Пожалуйста, свяжитесь с нами по номеру телефона, указанному ниже, если Вы хотите получить этот документ шрифтом Брайля, крупным шрифтом или на компактном аудио диске, а также если Вам нужен перевод этого документа на другой язык.



If you've just had a baby...  
We can help you tell the people who need to know

When you have a new baby, there are lots of things that need to be done. One of these things is contacting the government departments and local council services that need to be told about the birth. Until now, you had to contact all of them individually.

We're providing a service which can help you give the information to the Department for Work and Pensions. If you want they can then pass this information on to a number of other organisations.

### How the service can help you

You often have to contact several government departments and parts of the local council to give them the same information about the birth. It's important that you do this as soon as possible as it may affect your entitlements, such as Child Benefit, Working Tax Credits or Child Tax Credits.

We want to make this easier for you, so if you want to use the service after registering the birth we will ask you some simple questions. This means that you won't have to send a copy of the birth certificate in the post, the organisations will be told about the birth for you.

### How you can contact us to use the service

You will be offered the service automatically when you visit us to register the birth. Our offices are located within the Marischal College Headquarters, and are open between 8.30am and 5pm, Monday to Friday. You do not need to make an appointment as we operate a queuing system.

### What happens to the information?

The following organisations can be contacted if you ask us to:

- Department for Work and Pensions
- Jobcentre Plus
- Housing Benefit Office
- Council Tax Benefit Office
- Library Services
- Children's Services (Family Information Services)
- HM Revenue & Customs (HMRC)
- Child Benefit
- Child Tax Credit or Working Tax Credit

Using this service can, where certain conditions are met, help to speed up an application for Child Tax Credit or Working Tax Credit with HMRC if you are receiving benefits that relate to your income (for example Income Support, or some types of Jobseekers Allowance or Employment and Support Allowance). Please ask the Advisor if you want to know more about this.

### How we will treat the information you give us

The information you give will be treated securely and confidentially. The organisations who are contacted will use the information to update benefits, credits or help to start up services. They may use this information in other ways, but only as the law allows.

### Privacy

This service is committed to protecting all the information provided to it.

Our privacy statement tells you how the information you provide when using this service will be used and protected. Ask the Advisor if you wish to see the full privacy statement or you can look it up on the Directgov website [www.direct.gov.uk](http://www.direct.gov.uk)

Please remember that it is your responsibility to ensure that all organisations, that pay you a benefit/credit or provide a service to you, have correct and up to date information about you.