

Applicant Checklist

Please ensure to submit the following documentation or information in support of your application.

For further information, please consult the relevant Application Guidance Notes on the Victims' Payments Board website.

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| A – Applicant (Beneficiary) Details | |
| <input type="checkbox"/> | CERTIFIED COPY of the beneficiary's birth certificate* |
| <input type="checkbox"/> | CERTIFIED COPY of photographic identify of beneficiary* |
| <input type="checkbox"/> | CERTIFIED COPY of proof of name change since birth (if applicable*) |
| <input type="checkbox"/> | Documentary evidence of terminal illness / ill health (if applicable) |
| B - Acting on behalf of beneficiary (in addition to A above) | |
| <input type="checkbox"/> | Documentary evidence of authority to act on behalf of beneficiary |
| C – Nominee Details (where applicable) | |
| Where the beneficiary has nominated a person to receive payments following their death (in addition to A above) | |
| <input type="checkbox"/> | CERTIFIED COPY of the nominee's birth certificate* |
| <input type="checkbox"/> | CERTIFIED COPY of photographic identify of nominee* |
| <input type="checkbox"/> | CERTIFIED COPY of proof of relationship between beneficiary and the nominee* |
| D - Other documentation / information | |
| <input type="checkbox"/> | Information currently held that can help verify the occurrence of the incident |
| <input type="checkbox"/> | Information currently held that can help verify the injuries sustained |
| <input type="checkbox"/> | Details of other compensation / on-going payments received in relation to the incident/ injuries sustained. |

Please ensure that you have completed all relevant sections of the application form, including Incident Details, Injury Details and the Declaration.

*** The Victims' Payments Board will accept the following Photographic identification:**

- A UK, Irish or EEA driving licence (photographic part) (provisional accepted)
- A UK, Irish or EU passport
- A Translink Senior SmartPass
- A Translink War Disabled SmartPass
- An Electoral Identity Card
- A Translink 60+ SmartPass
- A Translink Blind Person's SmartPass

- *The photograph must be of a sufficient likeness to confirm the beneficiary's identity.*
- *The identity document may have a different address to that on the application form.*
- *The identity document must be current*

Birth/marriage certificates and photo ID documents must be certified by one of the following;

- Civil Servants
- Police Officers
- Approved Welfare Support Officers working for the five organisations listed at Support Services
- Bank/Building Society Manager
- Notary public
- Councillors
- Solicitor
- Teachers
- MLA/MP
- Clergy
- Doctor/Dentist/Pharmacist
- Court of Judicature of NI

IMPORTANT INFORMATION FOR THOSE CERTIFYING DOCUMENTS

The certifier should write on each copy document as below;

For photo ID documents

'Certified to be a true likeness of [full name] and is a true copy of the original seen by me'

For non-photo ID documents

Certified to be a true copy of the original seen by me'

- Print Name
- Occupation
- Badge No. /Employee Ref. No. / Other professional registration No. (as applicable)
- Address
- Tel No.
- Sign and date

Please note

- All certified documentation must be dated within 6 months of the date received.
- You cannot ask someone to certify your documentation if you are:
 - related to them by birth or marriage or
 - in a relationship with or live at the same address as them.

Should the Secretary of the Scheme have any concerns about the provenance of any of the above documents it must be referred to a judicial member of the Victims' Payments Board for further direction.

| Date | Author | Version |
|----------------|------------------------|----------|
| August 2021 | VPB | New v1.0 |
| September 2022 | VPB Corporate Services | v2.0 |
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