

VPB Guidance Note 09: Applicant Supporting Identification Material

Statutory Authority

- *Under Schedule 1 paragraph 2(3) to The Victims' Payments Regulations 2020, the Victims' Payment Board may do anything it considers to be appropriate for facilitating, or to be incidental or conducive to, the exercise of its functions.*
- *The President of the Victims' Payment Board under Schedule 1 paragraph 4(3) to the Regulations is responsible for ensuring the efficient and effective discharge of the Board's functions.*
- *Under Schedule 1 paragraph 1(1) to the Regulations, the Board has been established as a body corporate and under Schedule 1 paragraph 1(3) to the Regulations and Section 19(1)(a)(v) of the Interpretation Act (NI) 1954, it has the right to regulate its own procedure and business.*

Subject Matter: Supporting Identification Material – Beneficiary (applicant)

An application to the Troubles Permanent Disablement Payments Scheme (the "Scheme") must be supported by the material requested below, in respect of the Beneficiary (*applicant*) to provide sufficient verification for the Victims' Payments Board, to satisfy the requirements in respect of identity documents:

(Please also refer to Guidance Note 10/22: Nominee Supporting Identification Material).

1. Proof of Birth

a) *scanned or photocopied birth certificate bearing the seal of the General Register Office for Northern Ireland (GRONI) or fee paid stamp or official seal of registration from the country of origin, if outside of the United Kingdom;*

or

b) *scanned or photocopied certified birth certificate* where the certificate predates GRONI;*

and

2. Proof of Identity

a) *scanned or photocopied current form of certified photographic identity**

and

3. Proof of Name Change

a) *Where an applicant's name has changed since birth, the relevant certified marriage/civil partnership certificate* must be provided, in addition to a birth certificate;*

or

b) *Where the name has changed since birth, for any reason other than marriage/civil partnership, refer to 'Guidance Note 12: Proof of Name Change' for guidance on accepted documentation.*

and4. Nominee Supporting Identification Material

Where a Beneficiary (applicant) to the Troubles Permanent Disablement Payments Scheme (the "Scheme") nominates an individual under regulation 9 of the Regulations as their nominated person (spouse, civil partner, co-habiting partner or carer – the "Nominee") to receive payments following their death, the application must be supported by the material requested in respect of the Nominee to provide sufficient verification for the Victims' Payments Board, to satisfy the requirements in respect of identity documents.

Proof of Birth (Nominee)

a) scanned or photocopied birth certificate, bearing the seal of the General Register Office for Northern Ireland (GRONI) or fee paid stamp or official seal of registration from the country of origin, if outside of the United Kingdom;

or

b) scanned or photocopied certified birth certificate* where the certificate predates GRONI;

and

Proof of Identity (Nominee)

a) scanned or photocopied current form of certified photographic identity*

and

Proof of Relationship between Beneficiary and Nominee (as applicable)

For a spouse or civil partner:

a) scanned or photocopied marriage/civil partnership certificate, bearing the seal of the General Register Office for Northern Ireland (GRONI) or fee paid stamp or official seal of registration from the country of origin, if outside of the UK

or

b) scanned or photocopied certified marriage/civil partnership certificate* where the certificate predates GRONI

For a co-habiting partner:

a) Utility bill or a bank/credit card statement, at the same address of the nominee

or

b) A letter from a solicitor/GP/clergy to confirm the (Beneficiary) applicant was the co-habiting partner of the Nominee

For a carer:

a) Proof of Carer's Status: SSA Carer's Allowance letter;

or

b) A GP letter to confirm the Beneficiary (applicant) received regular and substantial care from the nominee;

or

c) Where a) or b) above is not available, any other information (including any circumstances) which may help the Victims' Payments Board to treat the Beneficiary (applicant) as having regularly and substantially received caring from the nominee**

***The Victims Payments Board have discretion to consider applications for the benefit of nominees where it is considered equitable, in all circumstances, to treat that nominee as having regularly and substantially engaged in caring for the applicant. A person cannot be treated as regularly and substantially engaged in caring for the applicant if that person derived earned income from those caring responsibilities.*

*** 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.

