
“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, we will contact the organisations that need to know on your behalf.

How you can contact us to use the service

If you would like to use the service, please call 0300 123 4510 to make an appointment. Our Registration offices are open Monday 9am-12.30pm and 1.30pm-5pm, and Tuesday to Friday 9am-12.30pm and 1.30pm-4pm.

You can call in or make an appointment within these hours. You need to have registered the birth first. If it helps, you can usually make appointments to see the Registrar and use the service on the same visit.

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 Adviser 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.

Information you will need to use this service

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

- 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.

Additional services offered by East Dunbartonshire Council

If you come and see an Adviser, they will also be able to help you find other information and organisations that can help you. If you wish we can share the information you give to update information held by other Council services, such as:

- Council Housing

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 Adviser if you wish to see the full privacy statement or you can look it up on the Directgov website. 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.

Other Formats & Translations

This document can be provided in large print, Braille or on audio cassette and can be translated into other community languages. Please contact the Council's Corporate Communications Team at:

East Dunbartonshire Council, 12 Strathkelvin Place, Southbank,
Kirkintilloch, G66 1TJ Tel: 0300 123 4510

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا اردو تراجم فراہم کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫ਼ੋਨ ਕਰੋ।

Gabhadh an sgriobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòn gu 0300 123 4510

अनुदोध करने पर यह दस्तावेज हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।



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