



Department
for Work &
Pensions

Personal Independence Payment

Claim form

This is the first stage of the Personal Independence Payment claim process.

Claims to Personal Independence Payment should only be made on an original form provided and approved by the Department. This form has been personalised for the person it was requested for and can only be used to claim Personal Independence Payment for them. Photocopies will not be accepted as valid claims.

How to fill in the form

Please use a pen. If you make a mistake, cross it out.
Don't use correction fluid.

Answer all the questions that apply to you.

About you

If you're filling in this form for someone else, tell us about **them**, not you.

Surname or family name

Other names

Title

For example, Mr, Mrs, Miss, Ms

Please tell us the name you want us to use when we write to you, if it's different from above.

For example, if you have a different title, or letters after your name, such as Sir John Smith BSc.

Previous surname

Tell us any other surname you have been known by. If you've had more than one previous surname, tell us the surname you used last.

About you continued

National Insurance (NI) number

You can get this from your National Insurance number card, payslips or letters from the Department for Work and Pensions.

Date of birth / /

Use the format **dd/mm/yyyy** to tell us dates in this form.

Gender Male Female

Address

 Postcode

If we can't write to you at this address, please give us an address we can write to.

Address we can write to

 Postcode

About you continued

Phone number where we can contact you or leave a message. Include the dialling code.

Tick the box that applies. If your home number is a mobile, tick **Mobile**.

Home Mobile Work

If you have a mobile, we will send you text messages to keep you up to date on progress – it's a quick and easy way to keep you updated.

Would you rather opt out of this service?

Yes
No

Is there another number we can contact you on?

Phone number
Include the dialling code.

Tick the box that applies.

Home Mobile Work

Textphone number

Textphones don't receive text messages from mobile phones. They're for people who cannot speak or hear clearly.

How would you prefer us to contact you?

We'll use this whenever we can.

By letter
 By phone

Do you need communications in another format such as large print, braille or audio CD?

Yes Tell us which format:

Large print Braille Audio CD

No

If you live in Wales, do you want us to communicate with you in Welsh?

Yes
No

Signing the form for someone else

You can fill in the form for someone else, but they must still sign themselves unless:

- you've already been legally appointed to receive and deal with their benefits. That is, you are a benefit appointee, a deputy or hold a Power of Attorney, or
- the person you're claiming for is too ill or disabled to claim for themselves and you want to be appointed to receive and deal with their benefits, or
- you're claiming for them under the special rules for terminally ill people.

Are you signing the form for someone else?

Yes Continue below.

No Go to **page 6**.

Why are you signing the form for them?

Please select one of the following.

I am an appointee, appointed by the Department for Work and Pensions

I hold Power of Attorney

I am a Deputy

I am a Tutor (under Scottish law)

I am a Guardian (under Scottish law)

I am a Curator bonis or Judicial factor (under Scottish law)

I am a Corporate Acting Body or Corporate Appointee

Please tell us the name of your organisation:

For example, an organisation appointed to act on behalf of the person the benefit is for such as a local authority or firm of solicitors.

Unless we've already seen this authority, we'll need to see it before we can process this claim. Please send us your power of attorney or any relevant documents with this claim. You can send the original document, or a certified copy.

I want to be appointed to act on their behalf

Tick this box if

- the person you're claiming for is too ill or disabled to claim for themselves and you want to be appointed to handle their benefit affairs, or
- you're in the process of becoming a legally appointed representative.

We'll contact you about this.

I am claiming for them under the special rules for terminally ill people

The special rules for terminally ill people are for people with a progressive disease who are not expected to live for longer than six months. You may wish to tell the person the benefit is for, about this claim. This is because we will send letters about Personal Independence Payment to this person.

Signing the form for someone else continued

If you're signing the form for someone else, please tell us **your** details here.

Surname or family name

Other names

Title

For example, Mr, Mrs, Miss, Ms

Please tell us the name you want us to use when we write to you, if it is different from above.

Address

 Postcode

If we can't write to you at this address, please give us an address we can write to.

Address we can write to

 Postcode

Phone number where we can contact you or leave a message. Include the dialling code.

Home

Mobile

Work

If your home number is a mobile, tick **Mobile**.

If you have a mobile number we may use this number to send you text messages to keep you informed of the progress of your PIP claim.

Is there another number we can contact you on?

Phone number

Include the dialling code.

Tick the box that applies.

Home

Mobile

Work

Textphone number

Textphones don't receive text messages from mobile phones. They're for people who cannot speak or hear clearly.

How would you prefer us to contact you?

By letter

By phone

We'll use this whenever we can.

Do you need communications in another format such as large print, braille or audio CD?

Yes Tell us which format:

Large print

Braille

Audio CD

No

If you live in Wales, do you want us to communicate with you in Welsh?

Yes

No

Nationality

If you're filling in this form for someone else, tell us about **them**, not you.

What is your nationality?

For example, British, Irish, Turkish, Spanish.

If you're **British, Irish, Swiss** or a national of any of the following countries, go to **page 8**.

- Austria**
- Belgium**
- Bulgaria**
- Cyprus**
- Czech Republic**
- Denmark** (but not the Faroe Islands and not Greenland)
- Estonia**
- Finland** (but not the Aland Islands)
- France** (including Corsica, Guadeloupe, Martinique, Reunion and French Guiana, but not Monaco)
- Germany**
- Greece** (including Crete and the Greek Islands)
- Hungary**
- Iceland**
- Italy** (including Sicily, Sardinia and Elba but not Vatican City and San Marino)
- Latvia**
- Liechtenstein**
- Lithuania**
- Luxembourg**
- Malta**
- Netherlands**
- Norway**
- Poland**
- Portugal**
- Romania**
- Slovakia**
- Slovenia**
- Spain** (including the Balearic Islands, the Canary Islands and the Spanish enclaves of Ceuta and Melilla)
- Sweden**

If you're **not** British, Irish, Swiss or a national of one of the countries on the list, go to **page 7**.

Nationality continued

a Does your passport, or any other document from the Home Office, say “No recourse to public funds”?

Check the inside pages of your passport and documents from the Home Office for the words “No recourse to public funds”.

- Yes
- No
- Don't know

b What restrictions, if any, are there on your leave to remain?

‘Leave to remain’ is permission to stay in the UK either temporarily (‘limited leave to remain’) or permanently (‘indefinite leave to remain’).

- No restrictions Go to **page 8**.
- Limited leave to remain Go to **question c** below.
- Limited leave to remain extension applied for Go to **questions c** and **d** below.
- Indefinite leave to remain Go to **page 8**.
- No leave to remain Go to **page 8**.
- Don't know Go to **page 8**.

c When does your leave to remain end?

 / /

d When did you apply for an extension to your leave to remain?

 / /

Working and living abroad

a Which country do you normally live in?

b Have you been abroad for more than 4 weeks at a time in the last 3 years?

By 'abroad' we mean outside Great Britain and Northern Ireland.

Include any holidays of more than 4 weeks.

Yes Answer the questions below.

No Go to **page 9**.

Which country did you go to?

When did you go?

From / / to / /

Why did you go?

For example, holiday, work, medical treatment, as a member of HM Forces or as a family member of someone in HM Forces.

When you went away, did you intend to return?

Yes

No

Tick this box if there are any more periods abroad you should tell us about.

Please use a separate piece of paper to tell us when you went, where you went, why you went and if you intended to return. Put your name, date of birth and National Insurance number at the top of the piece of paper.

Working and living abroad continued

- c Are you, or is a family member, receiving any pensions or benefits from another EEA country or Switzerland?**
- Yes
- No
- Don't know

By 'family member' we mean husband, wife, civil partner or a parent you're dependent on. Check any letters you have from where you've worked, or ask your family members about this.

- d Are you, or is a family member, working in or paying insurance to another EEA country or Switzerland?**
- Yes
- No
- Don't know

By 'family member' we mean husband, wife, civil partner or a parent you're dependent on. By insurance we mean insurance connected to your work, like UK National Insurance. We don't mean insurances like holiday insurance, travel insurance or motor insurance.

Specimen Only
Not for use

Being in hospital, a hospice, residential or nursing care

If you're in any one of the following places when you claim, it may affect when and what we can pay you. Even if you live in any of the following places you should still claim Personal Independence Payment. We can then decide if any Personal Independence Payment can be paid, and from when.

Being in hospital or a hospice

a Are you in hospital or a hospice as an in-patient now?

Yes Go to **question c.**

No Go to **question b.**

b Have you been in hospital or a hospice in the last 4 weeks?

Yes Go to **question c.**

No Go to **page 11.**

c When did you go in?

d If you are in hospital, are you a private patient paying all your own costs?

Yes

No

Don't know

e Please tell us the full name and address of the hospital or hospice.

Postcode

Being in residential or nursing care

a Are you living in a care home, nursing home, sheltered housing, a residential college or a hostel now? Yes Go to **question c.**
No Go to **question b.**

b Have you been in a care home, nursing home, sheltered housing, a residential college or a hostel in the last 4 weeks? Yes Go to **question c.**
No Go to **page 12.**

c When did you go in?

d Please tell us the full name and address of the place you are staying.

 Postcode

e Are you paying all of the costs for your stay without help from a local authority, health authority, education authority, the Department for Work and Pensions (DWP) or a charity? Yes Go to **page 12.**
No Go to **question f.**
Don't know Go to **page 12.**

f Who is paying for the costs of your stay?

Please tick the box that applies:

Local authority Go to **question g.**
Health authority Go to **question h.**
Education authority Go to **question h.**
A charity Go to **question h.**
DWP Go to **page 12.**

g Do you have an agreement with the local authority to repay any of the costs? Yes
No
Don't know

h Tell us the name of the local authority, health authority, education authority or charity that is paying.

The main healthcare professional that supports you

Please tell us about the healthcare professional who can best tell us about your health condition and how it affects you. For example a GP, hospital doctor or consultant, or specialist nurse.

What is their job?

What is their name?

Address

For example, the address of the health centre, surgery or hospital where they work.

Postcode

Phone number

Include the dialling code.

Further health or social care professional that supports you

Please tell us if there is another health or social care professional or someone else we can contact who can tell us about your illness. For example, a community psychiatric nurse, occupational therapist, physiotherapist, support worker, social worker, counsellor, carer, or family member or friend.

What is their job?

What is their name?

Address

For example, the address of the health centre, surgery or hospital where they work.

Postcode

Phone number

Include the dialling code.

Don't worry if you see more health or social care professionals. We'll ask for more information about the people you see in the next stage of the claiming process.

Consent

We may want to get information about your health condition or disability and how it affects you when we deal with:

- your claim for Personal Independence Payment
- any request to reconsider or appeal a decision about your claim.

We may want to contact your GP, or other people or organisations, to get this information.

You don't have to agree to us contacting these people or organisations. If you don't agree to this, we may not have all the information we need when we make a decision about your claim.

Do you agree that:

- **we, or someone working on our behalf, may ask your GP, or other people or organisations, for this information**
- **your GP, or other people or organisations, can give us, or someone working on our behalf, this information?**

Yes

No

Signature

Date

How we pay you

We ask for your account details before we decide on a claim so we can pay you straightaway if you qualify for benefit. This doesn't guarantee that you'll get Personal Independence Payment.

You must read the information in the letter we sent with this form before you fill in the account details.

Please tell us the account details below.

It's very important you fill in all the boxes correctly, including the building society roll or reference number, if you have one. If you tell us the wrong account details your payment may be delayed or you may lose money.

You can find the account details on your chequebook or bank statements. If you're not sure about the details, ask the bank or building society.

Name of the account holder

Please write the name of the account holder exactly as it's shown on the debit card, chequebook or statement.

Sort code

Please tell us all 6 numbers, for example: 12-34-56.

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Account number

Most account numbers are 8 numbers long. If your account number has fewer than 10 numbers, please fill in the numbers from the left.

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Building society roll or reference number

If you're using a building society account you may need to tell us a roll or reference number. This may be a mix of letters and numbers, and may be up to 18 characters long. If you're not sure if the account has a roll or reference number, ask the building society.

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Special rules for terminally ill people

We have special rules for people who are terminally ill. This means people with a progressive disease who are not expected to live for longer than another six months.

Do you want to claim under the special rules for terminally ill people?

Yes Answer the questions below.

No Go to **page 17**.

What is your illness?

It's important that you send us a **DS1500** form to support your claim if you have not sent one for this or any other benefit in the last six months.

The **DS1500** is a report about your medical condition. You won't have to pay for it. You can ask the doctor's receptionist, a nurse or a social worker to arrange it for you. You don't have to see the doctor. Your doctor or specialist can send it to us for you.

Are you going to send us a **DS1500** to support your claim?

Yes

No

Don't wait until you've got the **DS1500**. Please continue with your claim. It will be helpful if you send the **DS1500** back to us within the next five days.

Don't know

Special rules for terminally ill people continued

About getting around

Only answer these questions if you are claiming under the special rules for terminally ill people.

You may be able to get the mobility component of Personal Independence Payment if you have difficulty moving or need help getting around.

Do you need someone else to plan any journey for you that you wish to take?

- Yes
- No
- Sometimes

Do you have difficulties following the route of a familiar journey?

For example, do you need

- another person with you
- an assistance dog, or
- aids, such as a white stick?

- Yes
- No
- Sometimes

Do you have difficulty walking short distances of up to 50 metres?

This is about the length of five buses.

- Yes
- No
- Sometimes

Do you have difficulty walking short distances of up to 20 metres?

This is about the length of two buses.

- Yes
- No
- Sometimes

The next stage of claiming – if you have claimed under the special rules for terminally ill people

We may contact the health and social care professional you have told us about for more information about your claim. Go to **page 19**.

The next stage of claiming

If you have not claimed under the special rules for terminally ill people

The next stage of claiming Personal Independence Payment will start when we send you another form through the post so you can tell us how your condition affects you. You need to fill in the form and send it back to us.

If you think you'll need any help or support to fill in the form, contact a local support organisation as soon as possible to arrange help.

If you are signing the form for someone else go to page 18.

If you are signing the form for yourself, read the information and complete the questions below.

We understand that some people find it difficult to return forms because of a mental-health or behavioural condition, learning difficulty, developmental disorder or memory problems. This could mean any kind of learning difficulty or dementia. It could mean anxiety or depression, obsessive-compulsive disorder, psychosis, schizophrenia or personality disorder, attention deficit hyperactivity disorder (ADHD), autistic spectrum disorder, or developmental delay.

By mental-health conditions we mean, for example

- depression, anxiety, post-traumatic stress disorder (PTSD), obsessive-compulsive disorder (OCD), psychosis, schizophrenia, personality disorder.

By behavioural conditions we mean, for example

- attention deficit hyperactivity disorder (ADHD), conduct disorder.

By learning difficulty we mean, for example

- Down's syndrome, fragile X syndrome.

By developmental disorder we mean, for example

- autistic spectrum disorder, developmental delay, speech or language disorder.

By memory problems we mean, for example

- any form of dementia – for example Alzheimer's, dementia with Lewy bodies, vascular dementia, dementia associated with other conditions. Memory problems as a result of brain injury after an accident.

Do you have a condition like this?

Yes

No

Don't know

Do you see a psychiatrist or community psychiatric nurse (CPN), psychologist or counsellor about your condition?

Yes

No

Don't know

About Disability Living Allowance (DLA)

a Are you getting DLA, or have you ever been awarded DLA?

Yes Go to **question b**.

No Go to **page 19**.

b Is there any medical evidence from your DLA claim that you think might help us understand how your disability affects you?

This evidence could be a report from: a GP, hospital, school or other health or social care professional. If you've had a medical examination for DLA we could use the report from the examining medical practitioner (EMP). If an Employment and Support Allowance report was used to support your DLA claim we could use this report.

No Go to **page 19**. We will not use any medical evidence from your DLA claim.

Yes Please use the following medical evidence (tick all that apply):

GP report

Hospital report

School report

Employment and Support Allowance (ESA) report

Examining medical practitioner (EMP) report

Consultant report or supporting letter

Health and social care professional report

Other medical evidence.

Please tell us what other medical evidence

I want you to use all the medical evidence from my DLA claim.

I want to see all the medical evidence from my DLA claim before I decide.

If requested, we can get your DLA file and make sure this medical evidence is used. Because of the laws about Data Protection and how long we're allowed to keep documents, old evidence may not be available. If evidence is still on your DLA file, we'll make sure that it is used.

The Motability Scheme

The Motability Scheme allows disabled people to lease a car, scooter or powered wheelchair in exchange for all or some of their mobility payments.

If you're eligible to join the Motability Scheme would you like us to post you information about the help they can offer you?

Yes

No

We won't share your personal details with Motability.

If you decide you don't want to receive information about Motability in the future, please contact us on **0800 121 4433** to let us know.

What to do now

Check that you have answered all the questions that apply to you.

Read the information we sent with this form. It tells you about how we collect and use information and where to go for help and advice about this and other benefits.

Make sure you have **signed the consent section on page 13**.

Now read and sign the declaration below.

Declaration

We cannot pay any benefit until you've signed the declaration and returned the form to us. Please return the signed form straightaway.

I declare that the information I have given on this form is correct and complete as far as I know and believe.

I understand that if I knowingly give false information, my benefit may be stopped and I may be liable to prosecution or other action.

I understand that I must promptly tell the office that pays my Personal Independence Payment of anything that may affect my entitlement to, or the amount of, that benefit.

I understand that the Department for Work and Pensions may use the information which it has now or may get in the future to decide whether I am entitled to:

- the benefit I am claiming
- any other benefit I have claimed
- any other benefit I may claim or be awarded in the future.

This is my claim for Personal Independence Payment.

Signature

Date

Print your name here

Send the claim form back to us straightaway. On the last page you will see the address to return this form. Put this form in the envelope we have sent you so that the address shows through the window. It does not need a stamp.



Please return the completed form to this address

Put the completed form in the envelope provided, making sure the address shows through the envelope window. The envelope doesn't need a stamp unless you live outside the United Kingdom.

If you've access to the internet, you can get information about Personal Independence Payment by going to the Personal Independence Payment website at www.gov.uk/pip