



We have many different ways we can communicate with you

If you would like braille, British Sign Language, a hearing loop, translations, large print, audio or something else please call us on **0800 169 0140** or textphone **0800 169 0314** and tell us which you need.

Calls to 0800 numbers are free from landlines and mobiles.

Treating people fairly

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality' on www.gov.uk

Important information

Before you fill in this form you need to read the notes that we have sent you with this form. They have important information and help explain some of the questions we ask you and why we are asking them. You can also find this information at www.gov.uk/sure-start-maternity-grant

Please note you can only get a Sure Start Maternity Grant if:

- a health professional such as your doctor or midwife has provided confirmation of your pregnancy or childbirth, and
- we receive your filled in claim form from 11 weeks before the week the baby is due to be born, and
- within 6 months of the baby being born, or
- you are claiming within 6 months of a baby being placed with you that is not more than 12 months old.

For more information about when to claim, please see **page 5** of the notes that we have sent with this form or go to www.gov.uk/sure-start-maternity-grant/how-to-claim

Filling in the form

Please fill in this form carefully. If you fill in this form using a pen, use **black ink** and **CAPITAL LETTERS**.

If you have any difficulties filling in the claim form, someone else can do it for you. **Please sign the form yourself if you can.**

Your claim may be delayed if you do not:

- answer all the questions on this form that apply to you
- send us all the documents we ask for
- **sign the form yourself using a black ink pen.**

If you cannot do this, get in touch with us straight away on **0800 169 0140**.

About you

01	Title Mr, Mrs, Miss, Ms or other
02	First name

03	Last name
04	National Insurance (NI) number

More information about you

05	Your date of birth DD/MM/YYYY
06	Your current address Postcode Date you moved into this address DD/MM/YYYY Is this address temporary or permanent? Temporary Permanent
07	Your previous address Postcode

08	A phone number we can contact you on We may need to contact you by phone to get more information or to let you know when we have made a decision on your claim.
09	Your email address, if you have one
10	Have you: <ul style="list-style-type: none">• been granted refugee or humanitarian protection status• come to the UK from Afghanistan because of the collapse of the Afghan government on 15 August 2021, or• come to the UK from Ukraine because of the Russian invasion on 24 February 2022? No <u>Go to question 11</u> Yes Tell us the date you arrived in the UK UK is England, Scotland, Wales and Northern Ireland. DD/MM/YYYY

11 Do you have any children under 16, who were born before you arrived in the UK?

No

Yes We will ask you about the child or children at question 36.

17 Your partner's previous address

Postcode

18 Your partner's National Insurance (NI) number

You can find the number on a National Insurance numbercard, letters about benefit, or payslips.

19 A phone number we can contact your partner on

We may need to contact you by phone to get more information.

20 Your partner's email address, if they have one

21 Has your partner:

- been granted refugee or humanitarian protection status
- come to the UK from Afghanistan because of the collapse of the Afghan government on 15 August 2021, or
- come to the UK from Ukraine because of the Russian invasion on 24 February 2022?

No **Go to question 23**

Yes

Tell us the date you arrived in the UK
UK is England, Scotland, Wales and Northern Ireland.

DD/MM/YYYY

About your partner

By partner we mean husband, wife, civil partner, or partner you live with as if you were married to them.

12 Your partner's title

Mr, Mrs, Miss, Ms or other

13 Your partner's first name

14 Your partner's last name

15 Your partner's date of birth

DD/MM/YYYY

16 Your partner's current address

Postcode

Date they moved into this address

DD/MM/YYYY

Is this address temporary or permanent?

Temporary

Permanent

22 Does your partner have any children under 16, who were born before they arrived in the UK?

No

Yes We will ask you about the child or children at question 36.

About benefits and payments

23 Are you or your partner getting any other benefits or payments?

Tick **Yes** if you are waiting to hear about a benefit or payment. Please tell us about it even if it is not listed below:

- Universal Credit
- Child Tax Credit
- Working Tax Credit which includes a disability or severe disability element
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Pension Credit
- Support for Mortgage Interest loan
- Maternity Allowance (we can only pay Sure Start Maternity Grant if you are also getting one of the benefits listed above).

No

Yes

Please tell us what benefits or payments you or your partner are getting.

About the baby

So that we can look at your claim for a Sure Start Maternity Grant, you must provide evidence of your pregnancy or childbirth using a MATB1 form or other written statement that must include your:

- name
- parent or claimant's National Insurance number
- expected week of confinement
- date of birth of child or children
- health professional's full name and signature, surgery or office address
- PIN number
- contact telephone number.

If your baby was still born you must send us a birth certificate or other notification or a death certificate if you do not have one.

24 Has the baby already been born?

No **Go to question 26**

Yes

Please tell us the baby's date of birth
DD/MM/YYYY

25 Was more than one baby born?

For example, twins or triplets.

No

Yes

How many babies were born?

Now please **go to question 28**

26 What date do you expect the baby to be born?

DD/MM/YYYY

27 Is more than one baby expected to be born?

For example, twins or triplets.

No

Yes

How many babies are expected?

31 Are you getting a benefit for the child's birth parent because they are under 20 years of age?

No **Go to question 32**

Yes

Please tell us their full name.

32 Have you or your partner been granted an adoption order or a residence order?

No **Go to question 33**

Yes

What date was the order made on?

DD/MM/YYYY

For how many children?

33 Have you or your partner been granted a parental order under:

- section 30 of the Human Fertilisation and Embryology Act or
- section 54/54A of the Human Fertilisation and Embryology Act 2008?

No **Go to question 34**

Yes

What is the date of the order?

DD/MM/YYYY

For how many children?

Please send the order notification or letter with this form.

About becoming responsible for a child under 12 months old

28 Did you give birth to the baby?

No Tell us about the baby you have become responsible for.

Yes **Go to question 36**

29 What date did the baby start living with you?

DD/MM/YYYY

30 Are you or your partner getting Child Benefit for this baby?

No

Please send us the adoption, parental or any other legal notifications or certificates showing you are responsible for the child.

You can make a claim for Child Benefit online, by phone or post. For more information about how to claim, go to **www.gov.uk/child-benefit/how-to-claim**

Yes

Tell us what date you started getting Child Benefit.

DD/MM/YYYY

34 Have you or your partner had a child placed with you for adoption?

No **Go to question 36**

Yes

What date was the placement?

DD/MM/YYYY

How many children were adopted in this placement?

Please send evidence of the placement with this form.

For example, an adoption letter, certificates or notifications.

35 Have you or your partner adopted a baby from outside of Great Britain (GB)?

For example, outside of Great Britain (GB). GB is England, Scotland and Wales.

No **Go to question 36**

Yes

What date did the adoption start?

DD/MM/YYYY

How many children were adopted?

Please send evidence that the adoption is recognised in Great Britain with this form.

For example, an adoption letter, certificates or notifications.

About other children under 16 living in your household

36 Are there any other children aged 16 years or under living with you?

You may still be able to get a Sure Start Maternity Grant if you already have children under 16 years old.

No **Go to question 37**

Yes Tell us about them.

You cannot usually get a grant unless your new baby is:

- the only child under 16 in your family
- your dependant's new baby is the only baby under 16 in your family, or
- you care for a child in your household who is not your own.

Please clearly tell us about your relationship, including if you are a Kinship carer, for any other child under 16 living with you.

By 'Kinship carer' we mean someone who becomes responsible for a child who cannot be looked after by their biological parents.

You will not be a Kinship carer if the child living with you is your partner's biological child.

For more information about Kinship carers, go to **www.kinship.org.uk**

Step children or partner's children under 16 are counted as children living with you so if you have stepchildren or partner's children under 16 years of age living with you, then you may not be able to get a Sure Start Maternity Grant.

Child 1

Child's full name

Their date of birth

DD/MM/YYYY

Is the child related to you or your partner?

Me

Partner

Both of us

Do you or your partner get any benefits or tax credits for this child?

No

Yes

What benefits do you or your partner get?

Please tick this box if this child was born before you arrived in the UK and you or your partner:

- have been granted refugee or humanitarian protection status
- left Afghanistan because of the collapse of the Afghan government which happened on 15 August 2021 or
- were resident in Ukraine immediately before 1 January 2022 and you left because of the Russian invasion on 24 February 2022.

Are you a Kinship carer for this child?

No

Yes

Age of the child when kinship arrangement started

Biological parent's names

Biological parent's address, if known

Postcode

Tell us the reasons why the biological parents are unable to care for this child, for example vulnerable, deceased or living abroad.

Child 2

Child's full name

Their date of birth

DD/MM/YYYY

Is the child related to you or your partner?

Me

Partner

Both of us

Do you or your partner get any benefits or tax credits for this child?

No

Yes

What benefits do you or your partner get?

Please tick this box if this child was born before you arrived in the UK and you or your partner:

- have been granted refugee or humanitarian protection status
- left Afghanistan because of the collapse of the Afghan government which happened on 15 August 2021 or
- were resident in Ukraine immediately before 1 January 2022 and you left because of the Russian invasion on 24 February 2022.

Are you a Kinship carer for this child?

No

Yes

Age of the child when kinship arrangement started

Biological parent's names

Biological parent's address, if known

Postcode

Tell us the reasons why the biological parents are unable to care for this child, for example vulnerable, deceased or living abroad.

Child 3

Child's full name

Their date of birth

DD/MM/YYYY

Is the child related to you or your partner?

Me

Partner

Both of us

Do you or your partner get any benefits or tax credits for this child?

No

Yes

What benefits do you or your partner get?

Please tick this box if this child was born before you arrived in the UK and you or your partner:

- have been granted refugee or humanitarian protection status
- left Afghanistan because of the collapse of the Afghan government which happened on 15 August 2021 or
- were resident in Ukraine immediately before 1 January 2022 and you left because of the Russian invasion on 24 February 2022.

Are you a Kinship carer for this child?

No

Yes

Age of the child when kinship arrangement started

Biological parent's names

Biological parent's address, if known

Postcode

Tell us the reasons why the biological parents are unable to care for this child, for example vulnerable, deceased or living abroad.

Child 4

Child's full name

Their date of birth

DD/MM/YYYY

Is the child related to you or your partner?

Me

Partner

Both of us

Do you or your partner get any benefits or tax credits for this child?

No

Yes

What benefits do you or your partner get?

Please tick this box if this child was born before you arrived in the UK and you or your partner:

- have been granted refugee or humanitarian protection status
- left Afghanistan because of the collapse of the Afghan government which happened on 15 August 2021 or
- were resident in Ukraine immediately before 1 January 2022 and you left because of the Russian invasion on 24 February 2022.

Are you a Kinship carer for this child?

No

Yes

Age of the child when kinship arrangement started

Biological parent's names

Biological parent's address, if known

Postcode

Tell us the reasons why the biological parents are unable to care for this child, for example vulnerable, deceased or living abroad.

If you need to tell us about more than 4 children, please tell us in the 'More information' box at question 39

General information

37 Has a Sure Start Maternity Grant been paid to either you or someone else for the baby or babies you are claiming for?

Grant if you or someone else has already been paid either a Sure Start Maternity Grant or Best Start Grant for this baby or babies.

No **Go to question 38**

Yes

Who was it paid to?

What date was it paid to them?

DD/MM/YYYY

We can only pay another Sure Start Maternity Grant if:

- you are a Kinship carer. For example, you are not the mother but have become responsible for the child or children, or
- you have been granted an adoption or residence order, or
- you and your partner have been granted a parental order under section 30 of the Human Fertilisation and Embryology Act 1990 or section 54/54A of the Human Fertilisation and Embryology Act 2008
- you have been appointed as the guardian
- you have had a baby placed with you for adoption by an agency
- you have adopted overseas within section 66(1)(c)–(e) of the Adoption and Children Act 2002.

38 Has a Best Start Grant from the Scottish Government already been paid to either you or someone else for this child or children?

No **Go to question 39**

Yes

Who was it paid to?

More information

39 Please use this space to tell us anything else you think we might need to know.

If there is not enough space, please use a separate sheet of paper. Make sure that you put your full name and National Insurance number on each separate sheet of paper you use.

About the account you can use

- You can use an account in your name or a joint account.
- You can use someone else's account if:
 - the terms and conditions of their account allow this, and
 - they agree to let you use their account, and
 - you must be sure that they will use your money in the way you tell them.
- You can use a credit union account.
 - if you have a **standard** credit union account, you must give us the credit union's account details
 - if you have a **current** credit union account, you must give us your own account details. Your credit union will be able to help you with this.
- If you are an appointee or a legal representative acting on behalf of the claimant, the account should be in your name only.

Please tell us the account details below.

You can find the account details on your statement or online banking app.

40 Name of the account holder

Please write the name of the account holder exactly as it is shown on the debit card or statement.

41 Name of the bank or building society

42 Sort code

Please tell us all 6 numbers, for example 12-34-45.

— —

43 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.

44 Building society roll or reference number

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

You may get other benefits that we do not pay into an account.

If you want us to pay your other benefits into the account above, please tick this box.

For people filling in and signing this form for someone else

45 Are you filling in this form for someone else?

No **Go to declaration**

Yes

Tell us why you are filling in and signing this form for someone else.

I am sending a letter signed by the claimant with this form. The letter tells you that they agree to me making the claim for them

I am their appointee

I have power of attorney

Your first name

Your last name

Your date of birth
DD/MM/YYYY

Your address

Postcode

A phone number we can contact you on

Now read the **Declaration** and sign.

Declaration

Your application may be delayed if we do not have all the information we need, this includes the confirmation of your pregnancy or childbirth from your doctor or midwife.

By submitting this claim you agree that the information you have given is complete and correct; you will report changes to your circumstances straight away by calling **0800 169 0140**. If you give wrong or incomplete information, or you do not report changes straight away, you may:

- be prosecuted
- need to pay a financial penalty
- have your claim reduced or stopped
- be paid too much and have to pay the money back.

If we pay you less than we should, we may pay you the money that we owe you.

This is my claim for a Sure Start Maternity Grant.

Your signature

Date of signature

DD/MM/YYYY

What to do now

Please read through this form again and check that you have answered all the questions:

- if you are filling in this form with a pen and you have made any alterations, please make sure you initial and date them
- check you are sending all the documents we have asked for
- please send the originals as we cannot accept photocopies this includes the MATB1 or other written statement
- **check you have signed and dated it using a black ink pen.**

Your claim may be delayed if we do not have all the information we need.

Send your completed form and pregnancy confirmation to:

Freepost DWP SSMG

You do not need a postcode or stamp.

Take it to your nearest Jobcentre Plus office.

To find the address go to [**www.gov.uk/contact-jobcentre-plus/how-to-contact**](http://www.gov.uk/contact-jobcentre-plus/how-to-contact)

Pregnancy or childbirth confirmation

So that we can look at your claim for a Sure Start Maternity Grant, you must provide evidence of your pregnancy or childbirth using a MATB1 form or other written statement that must include your:

- name
- parent or claimant's National Insurance number
- expected week of confinement
- date of birth of child or children
- health professional's full name and signature, surgery or office address
- PIN number
- contact telephone number.

How DWP collects and uses information

When we collect information about you we may use it for any of our purposes.

These include:

- social security benefits and allowances
- child maintenance
- employment and training
- investigating and prosecuting tax credits offences
- private pensions policy and
- retirement planning.

We may get information about you from other parties for any of our purposes as the law allows to check the information you provide and improve our services. We may give information about you to other organisations as the law allows, for example to protect against crime.

To find out more about our purposes, how we use personal information for those purposes and your information rights, including how to request a copy of your information, go to [**www.gov.uk/dwp/personal-information-charter**](http://www.gov.uk/dwp/personal-information-charter)