



Home Office

Windrush Compensation Scheme Close Family Claim Form

Please complete this form using the accompanying guidance

What is this claim form for?

You should complete this form if you want to claim compensation from the Windrush Compensation Scheme.

Who can claim using this form?

You can claim as a close family member related to a Primary Claimant.

If you are the primary claimant use the Primary Claimant form.

If you are claiming on behalf of an estate of a deceased person use the Deceased Estates form.

About this form

This claim form is for one individual only. It will be used by compensation scheme caseworkers to assess any losses for which you may be entitled to claim. The accompanying guidance will help you understand the terms we use and explain how best to complete the form. Please complete this form using the accompanying guidance notes.

What if I need help to complete the form?

Our intention is to make this process as easy as possible for you. We do not believe you should need legal assistance to make a claim but there is nothing to prevent you from seeking this if you want to.

If you need help completing the form, you can:

- call the Windrush helpline on 0800 678 1925 - this line is free to call from within the United Kingdom
- email WindrushCompensationScheme@homeoffice.gov.uk

The team may refer you to the Claimant Assistance Service which will then contact you to offer assistance to complete the form.

Where do I send the completed claim form?

Send the completed form and the information (see the Claim Guidance document) to support your claim to:

Scan and email: WindrushCompensationScheme@homeoffice.gov.uk

United Kingdom Freepost: Freepost WINDRUSH COMPENSATION SCHEME

Overseas: Windrush Compensation Scheme, PO Box 3468, Sheffield, S3 8WA, United Kingdom

October 2020

Section 1: Eligibility

As a Close Family claimant, you must meet two sets of eligibility criteria. You must be a qualifying family member:

- mother or father
- brother or sister
- son or daughter
- spouse or partner

and the Primary Claimant to whom you are related must fit into one of the following categories:

Please note that you can still apply even if the Primary Claimant to whom you are related has not made a claim or is deceased. As long as they are or would have been eligible to make a claim as a Primary Claimant you can still make a claim as their close family member. For more explanation see the guidance.

- (a) They came to live permanently in the United Kingdom before 1 January 1973 as a Commonwealth citizen, and they have lived in the United Kingdom ever since

- (b) They came to live permanently in the United Kingdom before 1 January 1973 as a Commonwealth citizen and their status lapsed because they left the United Kingdom for more than 2 years but they are now lawfully here

- (c) They are a Commonwealth citizen with a Right of Abode and were ordinarily resident in the United Kingdom on 1 January 1973

- (d) They previously met one of the above criteria and are now a British citizen

- (e) They came to live in the United Kingdom before 31 December 1988 and have a Right of Abode, settled status or are now a British citizen

- (f) They are not currently living in the United Kingdom but they came to live permanently in the United Kingdom before 1 January 1973 as a Commonwealth citizen and have a Right of Abode or settled status or are now a British citizen or their settled status lapsed because they left the United Kingdom for a period of more than 2 years

- (g) Their parent or grandparent either (i) came to live permanently in the United Kingdom before 1 January 1973, or (ii) has a Right of Abode (or did and is now a British Citizen) and was ordinarily resident in the United Kingdom on the 1 January 1973 and they (and if they were a grandchild their parent) were born in the United Kingdom or arrived in the United Kingdom before the age of 18 and they have lived here ever since

We need information about you **and** about the person linking you to the Scheme.

Section 2: About you

2.1 Full name:

2.2 Your gender:

Male Female

2.3 Your previous names (for example, if your name changed when you got married):

2.4 Date of birth:

2.5 Address:

House number and street name:

Town/city:

County:

Country:

Postcode:

2.6 Country of birth:

2.7 Nationality:

2.8 Telephone number:

2.9 Email address:

2.10 Current passport number:

2.11 Do you still have any expired passports?

 Yes No

2.12 Expired passport numbers:

2.13 National Insurance number:

About the person linking you with the scheme

2.14 Full name:

2.15 Gender:

 Male Female

2.16 Previous names (for example, if their name changed when they got married):

2.17 Date of birth:

2.18 Address:

House number and street name:

Town/city:

County:

Country:

Postcode:

2.19 Country of birth:

2.20 Nationality:

2.21 Telephone number:

2.22 Email address:

2.23 Current passport number:

2.24 Do they still have any expired passports?

Yes No

2.25 Expired passport numbers:

2.26 National Insurance number:

2.27 Have they contacted the Home Office since April 2018 about their status in the United Kingdom?

Yes No

If yes, what is their reference number:

Section 3: Compensation

3.1 Set out below are the different categories under which you can claim compensation. You will need to be able to prove that any impact suffered was a direct result of your close family member's difficulties demonstrating their lawful right to stay in the United Kingdom.

You should indicate below the categories under which you want to make a claim.

If you are claiming as a close family member, you are eligible to claim for direct financial losses if you paid immigration fees or legal costs for the Primary Claimant to whom you are related. You may also claim for any non-financial impacts on your own life as a result of the effect on you of difficulties experienced by the Primary Claimant you are related to. You are also able to make a claim under the discretionary category.

See the guidance for more explanation.

- Impact on life - Complete this section if your close family member's difficulties demonstrating their lawful right to stay in the United Kingdom affected your ability to live a normal daily life. (Complete Section 3.2)
- Immigration fees and legal costs in respect of immigration applications - If you have paid immigration fees or incurred legal costs for your family member for some types of unsuccessful immigration applications. (Complete Section 3.3)
- Discretionary - If you experienced a significant impact, loss or detriment of a financial nature as a direct consequence of your close family member being unable to demonstrate their lawful status, that is not covered by a category above and is not excluded from compensation under the scheme. (Complete Section 3.4)

Please tell us about any steps you have taken to try to reduce the impacts or losses you are claiming for in section 3.5.

Continue on plain paper if necessary but ensure you clearly indicate which section your information relates to. For example, 'Continued from 3.2 Impact on life'.

You will need to provide supporting evidence. Refer to the guidance for details.

3.2 Impact on life

Provide details of the non-financial impact you experienced for which you are claiming, the dates or times you were affected and set out or attach the evidence you are using to support your claim.

3.3 Immigration fees and legal costs in respect of immigration applications

Enter the details and type of unsuccessful immigration application you made for your family member including when you made the application. If you are also claiming for legal fees for the application provide a copy of relevant invoices or other details of the amount paid and details of the legal services provider you used. Please complete section 5 at the end of this claim form if you have had fees paid on your behalf.

3.4 Discretionary

If there is anything else for which you have suffered loss due to your close family member's difficulty demonstrating their lawful status but which is not covered in any other category and is not excluded from compensation under the scheme, provide details below. Enter what you are claiming, the reasons for this, the dates you were affected and provide copies of all evidence you are using to support your claim.

3.5 In support of your claim for compensation in any category please provide details of action your close family member took in the past to try and restore their status in the United Kingdom. For example, they may have contacted the Home Office (including the Passport Office). Please provide details. If they did not take any action to resolve their status please set out the reasons.

Check the guidance to see which documents you should use to support your claim.

Section 4: Declaration

I confirm that, to the best of my knowledge and belief, the information given in this claim form is correct. I undertake to notify the Home Office if any of the information provided changes or is discovered to be inaccurate.

The Data Protection Act 2018 and the General Data Protection Regulation govern how we use personal data. For details of how we will use your personal information and who we may share it with see our Privacy Notice at www.gov.uk/windrush-compensation or request it from the Windrush Helpline on 0800 678 1925. This also explains your key rights under the Act, how you can access your personal information and how to complain if you have concerns. Refer to the declaration section of the guidance for further information.

Please tick which box applies to you and sign below.

- I am the close family member.
- I am making this claim on behalf a person under the age of 18 who is a close family member. I confirm that I have parental responsibility for them.
- I am making this claim on behalf of a close family member who lacks capacity. I confirm that I am their representative.

Signature:

Date:

Print your name:

Send your completed claim form and other supporting documents to:

Scan and email:

WindrushCompensationScheme@homeoffice.gov.uk

United Kingdom Freepost:

Freepost WINDRUSH COMPENSATION SCHEME

This is a Freepost address so you do not need to put a stamp on the envelope

You must write exactly this address on the envelope, including uppercase letters, and nothing else. If the precise address is not used, or anything else is written on the envelope, it may not be received.

Overseas postal address:

Windrush Compensation Scheme, PO Box 3468, Sheffield, S3 8WA, United Kingdom

You do not need to pay postage if you are posting from the United Kingdom. You can withdraw your claim at any time by using the above contact details.

If you need help completing the claim form you can call the Windrush Helpline on 0800 678 1925. This line is free to call from within the United Kingdom.

For official use only:	
Date received	
Reference Number	
CA Number	

Section 5: Immigration fees and legal fees consent form

If you are claiming for fees because you paid them on behalf of the Primary Claimant to whom you are related, the Primary Claimant (or estate representative, if the Primary Claimant is deceased) needs to complete this declaration:

I hereby declare that (insert close family name):

has paid the fees claimed on my/the deceased's behalf.

I agree for the award in respect of these fees to be paid to (insert close family name):

who is my/the deceased's close family member making this claim.

I confirm that I have not made and will not make an additional claim in respect of these fees.

Signature:

Date:

Print your name:
