

Juvenile Registration - 15 years 9 months to 20 years old

NINo Decision Making Site

This information details the process and advice that the Contact Centre agent must follow, if the applicant's circumstances fit any of the scenarios described below.

Background

When a claim to Child Benefit (ChB) is made with HM Revenue and Customs (HMRC), information is sent automatically from the ChB computer system to Customer Information System (CIS) to:

- allocate a Child Reference Number (CRN)
- set up a CIS record

Most young people that ChB is payable for, are automatically issued with a NINo at age 15 years 9 months, this is called Juvenile Registration.

Missed Juveniles

A missed juvenile is someone for whom ChB was payable but whose NINo was not automatically issued at age 15 years and 9 months, but still requires one.

A missed juvenile will be a young person under the age of 20 for whom someone has previously claimed ChB.

Step	Action
1	If the young person has a NINo record on CIS holding a Verification Level of 'not verified' they must be advised to contact HMRC National Insurance Numbers Helpline 0300 200 3500 to request a CA3499. Note: If the young person requires a NINo to claim a benefit, they must firstly make their claim through the relevant benefit area.
2	National Insurance (NI) Registrations at HMRC will send form CA3499 to the applicant for completion and return.

3	<p>NI Registrations will:</p> <ul style="list-style-type: none"> • check the ChB computer system for a match to a CIS record; • create a National Insurance Pay as You Earn Service (NPS) (formerly NIRS2) record if there is a match • arrange for the CIS record Verification Level to be changed to 'verified' • issue a letter confirming the NINo to the applicant.
4	<p>If there is no match between the ChB computer system and CIS, the applicant will be referred back to DWP in order to initiate the adult registration process.</p>
5	<p>Normal adult NINo registration procedures must be followed: Apply for a National Insurance number(link is external) (link is external)</p> <p>Note: Some juveniles aged 16-19, will have not been included in the automatic NINo registration process because they were not part of a Child Benefit claim, and as a result will need to go through the adult NINo registration procedure to be allocated a NINo.</p> <p>Any juvenile aged 16-19 who has made their application through AfN and was resident in the UK at the time of their 16th birthday will be exempt from having to satisfy the business need criteria in order to be allocated a NINo.</p> <p>See: Vulnerable persons</p>
6	<p>Information is removed from the ChB computer system on the child's twentieth birthday. If the enquiry is made when the applicant is 20 years of age or over, the application must be processed as an adult application.</p>

Children of His Majesty's Forces personnel serving abroad

Children of His Majesty's Forces (HMF) Personnel serving abroad, where ChB is in payment through their HMF paymaster may also miss the automatic juvenile registration process.

If a child or parent contacts the NINo Contact Centre or a DWP office to enquire about a NINo, direct them to the HMRC National Insurance Number Helpline 0300 200 3500 for further advice.