



Your reference

**[www.gov.uk](http://www.gov.uk)**

Telephone

Textphone

Date

## United Kingdom (UK) State Pension

### We need some information

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Dear

If you are getting this letter for someone else because you are acting on their behalf, the information in this letter is about them. In this letter, we use the word 'you' as if we were writing to them directly.

We need to check that you can still get a UK State Pension because you are living outside of the UK.

Please fill in the form we have sent with this letter. This is a Life Certificate. We will check the Life Certificate when we get it from you. If we do not get your form back within 16 weeks, your payments may stop.

#### What you need to do

You must sign the Life Certificate in front of the witness, and:

- show them your identity document
- get the witness to sign the Life Certificate
- post the completed Life Certificate back to us within 16 weeks from the date on this letter.

You must send it to the address at the top of this letter. Do not email it back to us.

#### What is a Life Certificate?

A Life Certificate is used by the Department for Work and Pensions to check that a person living outside of the UK can still get a UK State Pension. Please read the notes sent with this form, which tell you what changes you must tell us about.

**Fill in the form and  
post it back to us  
within 16 weeks.**

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 phone the number at the top of this letter.

## How do I get my Life Certificate witnessed?

The person who witnesses the Life Certificate should not be related to you by birth or marriage, not live at the same address as you and should be a professional person.

People who can witness the Life Certificate are:

- a member of the police force
- a teacher or lecturer
- an officer of a bank authorised to sign documents on its behalf
- a doctor, surgeon, dentist, nurse, pharmacist or optician registered under the law of the country where the declaration is made
- a care or residential home manager (if customer is resident)
- a barrister, solicitor or advocate authorised to practice in the country where the declaration is made
- paralegal (certified paralegal, qualified paralegal, or associate member of the Institute of Paralegals)
- a Notary Public or any other person allowed to administer oaths in the country where the declaration is made (commissioner for oaths)
- a civil servant or government employee
- a member of the Foreign Service of the United Kingdom or HM Overseas Civil Service or a British Diplomatic or Consular Officer
- a councillor, for example local or county
- a local government officer
- a Member of Parliament
- a magistrate or Justice of the Peace
- a minister of a recognised religion.

## Proof of identity

You must show a document with your photograph on to the person witnessing your declaration. Examples of these include:

- passport
- national identity card
- driving licence.

Contact us if you cannot get this photographic evidence. Our contact details are at the top of this letter.

## More information

If you want to ask us anything about this form, please get in touch with us. Our contact details are at the top of this letter. You can also email us at [\*\*tvp.internationalqueries@dwp.gov.uk\*\*](mailto:tvp.internationalqueries@dwp.gov.uk)

Please do not send your Life Certificate to this email address. This email address is for general enquiries only. Do not send any personal information, such as your National Insurance number or bank details. We cannot guarantee any details sent will be secure. We will never send you any personal information in an email. If you need to tell us any personal information, you should phone or write to us.

For more information about claiming UK State Pension if you retire abroad or need to tell us about changes in your circumstances, go to [www.gov.uk/state-pension-if-you-retire-abroad](https://www.gov.uk/state-pension-if-you-retire-abroad)

For more information about UK State Pension, go to [www.gov.uk/contact-pension-service](https://www.gov.uk/contact-pension-service)

Yours sincerely,

Office Manager.

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## **Treating people fairly**

We are committed to the Equality Act 2010 and treating people fairly. To find out more about this law, search 'Equality Act' on [www.gov.uk](https://www.gov.uk)

## **How DWP collects and uses information**

We treat personal information carefully. We may use it for any of our purposes. To learn more about information rights and how we use information, please visit our DWP Personal Information Charter at [www.gov.uk/dwp/personal-information-charter](https://www.gov.uk/dwp/personal-information-charter)





# Life Certificate for a UK State Pension

Please use **black ink** and CAPITALS in this form.

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

## About you

|   |  |
|---|--|
| <p><b>01 Title</b><br/>Mr, Mrs, Miss, Ms or other</p> | <p><b>04 Last name</b></p>   |
| <p><b>02 First name</b></p>                           | <p><b>05 National Insurance (NI) number</b></p> <p>If you do not know your NI number,<br/>have you ever had one or used one at<br/>any time?</p> <p>No<br/>Yes</p> |
| <p><b>03 Middle names, if you have any</b></p>        |  |

## More about you

|   |   |
|---|---|
| <p><b>06 Your date of birth</b><br/>DD/MM/YYYY</p>  | <p><b>09 Your mobile phone number (optional)</b><br/>We will send an update to this number<br/>when we have received your form.</p> |
| <p><b>07 Your address</b><br/>Include full address and country.</p>                                 | <p><b>10 Your email address (optional)</b></p>  |
| <p><b>08 A phone number we can contact<br/>you on</b><br/>Include your national and local code.</p> |   |

**11 Use this space to tell us if any of your circumstances have changed.**

Examples of the changes you need to tell us about are on the notes sent with this form.

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## Customer declaration

**This declaration must be signed in the presence of the witness.**

**I understand** that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

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

**Your signature**

**Your full name**

**Date**



**You must show an identity document, which must bear your photograph, to the person witnessing your declaration. Examples of these include:**

- passport
- national identity card
- driving licence.

**If you have difficulty getting this photographic evidence, contact us on:  
Telephone: +44 191 218 7777  
Textphone: +44 191 218 7280**

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## About the witness

|           |                      |
|-----------|----------------------|
| <b>12</b> | <b>First name</b>    |
| <b>13</b> | <b>Last name</b>     |
| <b>14</b> | <b>Job title</b>     |
| <b>15</b> | <b>Email address</b> |

|           |   |
|-----------|---|
| <b>16</b> | <b>Work phone number</b>  |
| <b>17</b> | <b>Office name and address</b><br>Include full address and country. |

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## Witness declaration

|           |   |
|-----------|---|
| <b>18</b> | <b>Tell us the full name of the person you are a witness for</b>                      |
| <b>19</b> | <b>Tell us the date of birth of the person you are a witness for</b>                  |
| <b>20</b> | <b>Tell us the National Insurance (NI) number of the person you are a witness for</b> |

|           |   |
|-----------|---|
| <b>21</b> | <b>Tick the box for each photographic proof you have seen of the person you are a witness for.</b><br>Tell us the country of issue and reference number |
|           | Passport  |
|           | National identity card  |
|           | Driving licence   |
|           | Other (specify)   |

**I, the witness, certify that:**

- this declaration was signed in front of me by the person whom I believe to be the person named on this form.
- I have seen photographic proof of the person I am a witness for.
- I am not related to the person named on this form.
- I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

**Signature of witness**

**Witness stamp**

If you have an official stamp for yourself or your employer, please provide it here.

**Date**

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## 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)

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## What to do next

You must check you have:

- answered all the questions
- signed the Life Certificate in front of the witness
- shown them your identity document, and
- got the witness to sign the Life Certificate.

Send this form to:  
Pension Service 11  
Mail Handling Site A  
Wolverhampton  
WV98 1LW  
United Kingdom