



UK Government

Infected Blood Interim Payments to Estates: Legal Costs Application Form

October 2025. Version 2

Who this form is for

You may use this form to claim back the legal fees you paid as part of your infected blood interim estates payment application. This includes:

- The actual cost of your legal fees towards the cost of applying for a Grant of Probate, Confirmation, Letters of Administration or Grant de Bonis Non **up to a maximum of £1,500 for each estate.**
- The court fee for obtaining a Grant of Probate, Confirmation, Letters of Administration or Grant de Bonis Non (exact amount).

You can only claim for legal costs after your claim for compensation has been accepted by an Infected Blood Support Scheme.

You can only claim for reimbursement of your costs once your legal representative has been paid.

Where a successful legal costs claim has been previously made by an estate, the total reimbursement is capped at £1,500.

Check your eligibility, view guidance and find further information on support available to complete this form at www.gov.uk/infected-blood-compensation-estates.

What you need before you apply

Receipt of payment of your court fee to obtain Probate (England, Wales and Northern Ireland) Confirmation (Scotland), Letters of Administration or Grant de Bonis Non.

Itemised invoice for legal services from the legal representative.

Copy of your proof of payment for legal services.

Q1 - Your information

This section should be completed by the person who has paid for legal support to obtain a Grant of Probate, Confirmation, Letters of Administration or a Grant de Bonis Non.

Q1.1 Your Reference Number

Application Reference Number - *you can find this on your compensation decision letter*

Q1.2 Personal details

Title - *For example Mr, Mrs, Miss, Ms.*

First name

Middle name(s)

Last name

Q1.3 Your home address

House number / name

Street name

Town / City

County

Postcode/Zip Code

Country

For example United Kingdom

Q1.4 Your preferred contact details

Phone Number 1

Phone Number 2

*provide an alternative telephone number
if you have one*

Email address

Q1.5 How you'd like to be contacted

Post - *sent to the postal address given in Q1.3*

Email

Q2: Information about your legal representative

Provide details of the legal representative used to obtain Grant of Probate, Confirmation, Letters of Administration or a Grant de Bonis Non.

Q2.1 Professional Registration Number or Roll Number (in Northern Ireland)

Your Solicitor should be able to provide you with this information.

Q2.2 Personal details:

If more than one legal representative assisted with your case, provide the name of your primary legal representative.

Title - *For example Mr, Mrs, Miss, Ms.*

First name

Middle name(s)

Last name

Q2.3 Your legal representative's business information

Name of Business

Business Reference Number

By reference number, we mean the reference number provided by your legal representative to communicate with you as part of your application.

Leave blank if not known.

Q2.4 Your legal representative's business address

Number / name

Street name

Town / City

County

Postcode/Zip Code

Country

For example United Kingdom

Q2.5 Your legal representative's preferred contact information

Phone Number 1

Phone Number 2

provide an alternative telephone number if you have one

Email address

Q3 - Supporting documents

You can claim for both or one of the following expenses:

Q3.1 Claimable expenses

Are you claiming for legal expenses relating to applying for Probate (including a Grant de Bonis Non), Confirmation or Letters of Administration up to a value of up to a value of £1,500?

Yes

No

If yes, confirm you have enclosed the itemised invoice for legal services from your legal representative and confirmation of payment from your legal representative.

enclosed itemised invoice for legal services from the legal representative

enclosed proof of payment of legal services

Are you claiming for the cost of applying to the court for your Grant of Probate, Letters of Administration, Confirmation or Grant de Bonis Non?

Yes

No

If yes, confirm you have enclosed your receipt of payment of court fee to obtain Probate, Confirmation, Letters of Administration or Grant de Bonis Non.

Q4 - Declaration

Before submitting your application, please read and **sign** the following declaration.

I confirm that the information contained within the form is true and that if I authorise false information this may result in criminal prosecution and the repayment of funds. I understand that my information may be shared with the Infected Blood Support Schemes and the NHS Counter Fraud Authority, NHS Scotland Counter Fraud Services and HSC Counter Fraud and Probity Service for the purpose of verification of this claim and for the investigation and prevention of fraud.

Signature:

Date (DD/MM/YYYY):

Where to send this form

Once you have completed a successful application please send this form and copies of relevant invoices via 'signed for delivery' to the Infected Blood Support Scheme who processed your claim for compensation.

- England: IBIEPS, PO Box 1390,
152 Pilgrim Street,
Newcastle Upon Tyne, NE99 5FP
- Wales: WIBSS, 4th Floor, Companies House,
Crown Way, Cardiff, CF14 3UB
- Scotland: SIBSS, NHS National Services
Scotland, Gyle Square,
1 South Gyle Crescent, Edinburgh, EH12 9EB
- Northern Ireland: IBPS NI, Finance Directorate,
Business Services Organisation,
2 Franklin Street, Belfast, BT2 8DQ

What happens next

The Infected Blood Support Scheme which processed your application will send you confirmation that your form has been received via email or letter, depending on your communication preferences.

Your personal information, and how we treat it

We will treat your personal information carefully, and will use it for the purposes of processing your application form, making your compensation payments and for checking you have not made a similar application to another UK scheme.

To learn about your information rights and how we use it, please visit the website of the IBSS you are sending your application¹

¹ England: <https://www.nhsbsa.nhs.uk/our-policies/privacy/england-infected-blood-support-scheme-privacy-notice>

Scotland: <https://www.nss.nhs.scot/publications/practitioner-services-directorate-and-primary-care-contractor-finance-data-protection-notice/practitioner-services-directorate-and-primary-care-contractor-finance-data-protection-notice/>

Wales: <https://wibss.wales.nhs.uk/privacy-policy/#:~:text=The%20personal%20data%20we%20process&text=Date%20of%20birth,people%20all%20of%20the%20time>

Northern Ireland: <https://bso.hscni.net/about-bso/privacy-policy/>