



www.gov.uk

Telephone:

Your reference:

Date:

United Kingdom (UK) State Pension We need some information

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.**

Other ways to
communicate with us

If you need braille,
British Sign Language,
a hearing loop,
translations, large print,
Easy Read, audio or
something else, please
contact us.

If you use Relay UK dial
+44 151 494 1260 and
when asked, give our
telephone number.

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 of the country you live in
- 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

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

For more information about UK State Pension, go to **www.gov.uk/contact-pension-service**

Yours sincerely,

Office Manager.

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**

Call charges

Calls to 0800 numbers are free from personal mobiles and landlines.

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**



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

01 Title

Mr, Mrs, Miss, Ms or other

02 First name**03 Middle names, if you have any****04 Last name****05 National Insurance (NI) number**

If you do not know your NI number,
have you ever had one or used one at
any time?

No

Yes

More about you

06 Your date of birth

DD/MM/YYYY

07 Your address

Include full address and country.

08 A phone number we can contact you on

Include your national and local code.

09 Your mobile phone number (optional)

If you would like to be sent a text
message confirming we have
received this form, please provide a
mobile number.

10 Your email address (optional)

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.

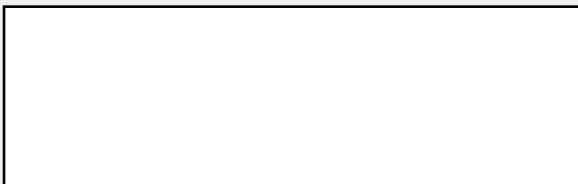
Customer declaration

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**

About the witness

12 First name

13 Last name

14 Job title

15 Email address

16 Work phone number

17 Office name and address

Include full address and country.

Witness declaration

18 Tell us the full name of the person you are a witness for

19 Tell us the date of birth of the person you are a witness for

20 Tell us the National Insurance (NI) number of the person you are a witness for

21 Tick the box for each photographic proof you have seen of the person you are a witness for.

Tell us the country of issue and reference number

Passport

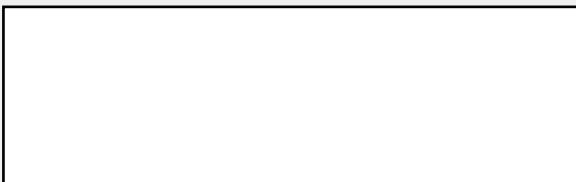
National identity card

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****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

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