



About this form

This form is for pension and insurance companies and solicitors who wish to forward information to customers, usually about pensions or insurance policies.

How to complete this form

Answer the questions on page 1. Then complete columns A, B, C, D in the table on page 2. Column K in the table on page 4 will auto populate from the information entered on page 2. Complete column L in the table on page 4.

Ensure that payment for the full cost of Bulk Letter Forwarding service is sent by BACS when you send in your DML1000 form or forms. For BACS payment information go to www.gov.uk and search for Bulk Letter Forwarding.

How to return this form

Return the completed form to the following address:

Bulk Letter Forwarding Service, Mail Handling Site A, Wolverhampton.
WV98 2DU.

All pages need to be sent to us.

If you have any letters that need to be sent to the traced customers, please provide the unsealed letters with this form. We are unable to accept trace requests via email.

About the sender

01 Sender's name	05 Contact email address
02 Company name	06 Pension/Scheme name
03 Address	07 Your reference
Postcode	08 Date of BACS payment
04 Contact name	DD/MM/YYYY

09 Enter details of the customers to be traced in boxes A to D below - please use block capitals.

Boxes E to J are for DWP use only

A Full name	B National Insurance (NI) number	C Date of birth	D Last known address	E Letter sent	F Unable to trace	G No address held	H Our records show the deceased's name as	I Deceased's date of death and place of death (where known) see disclaimer	J V - NV



Bulk Letter Forwarding trace results

About the sender

Sender's name

Company name

Address

Postcode

Contact name

Contact email address

Pension/Scheme name

Your reference

Date of BACS payment

Trace results - disclaimer

Please be aware that the traced person details provided below, may not be the customer you wish to contact. This document contains information belonging to the sender, which may be confidential and legally privileged. This information is intended only for the use of the individual or company listed.

10 Details of the trace completed by DWP

Enter details of the customers to be traced in boxes K and L below - please use block capitals.
Boxes M to R are for DWP use only.

K Full name	L Reference number (do not use NI number or Date Of Birth)	M Letter sent	N Unable to trace	O No address held	P Our records show the deceased's name as	Q Deceased's date of death and place of death (where known) see disclaimer	R V - NV