

Applying for National Insurance Numbers (Young People Who are Looked After)

SCOPE OF THIS CHAPTER

This procedure outlines the process of registration for young people who are Looked After so that they may obtain their National Insurance numbers.

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1. Introduction

When young people live at home and their parents claim Child Benefit, an application for a National Insurance number is automatically generated when the young person reaches between 15 years and 9 months and 16 years of age.

This does not apply to young people who are Looked After, who need to apply through their Social Worker for a National Insurance number.

2. Registering a Request with HMRC

When a Looked After young person reaches the age of 15 years and 9 months, the young person's Social Worker should write a letter to HMRC on official letter-headed paper confirming that the Social Worker wishes to apply for a National Insurance number for a Looked After Child.

The letter must include:

- The young person's full name
- Any previous names the young person has used
- The young person's date of birth
- The date the young person went into care
- The young person's current address
- The contact details of the Social Worker

If the young person is a British citizen, the letter should also include:

- Any previous addresses (such as their parent's old address or the young person's last address before they were taken into care)
- A photocopy of either:
 - The young person's birth certificate
 - The young person's Care Order
 - The ID page of the young person's passport

If the child is an unaccompanied minor and supported by the Home Office, the letter should also include:

- Photocopies of the young person's Home Office documents

The letter and photocopies of any documents should be posted or faxed to:

HM Revenue and Customs: Looked After Children Team
Room BP1002
Benton Park View
Newcastle upon Tyne
NE98 1ZZ
Fax: 0191 225 7384

A separate letter should be written for each National Insurance number application that is made.

3. Completion of an application form

If more information is needed HMRC will issue a CA3530 'Application for a National Insurance number for a child looked after by a local authority' form to the social worker to confirm the details required.

The Social Worker should complete and post the form back to HMRC within 1 month. If the form is not returned within a month, another request to register letter will have to be sent to HMRC.

4. Issuing of a National Insurance Number

Once HMRC has received the required information they will send a letter to the young person confirming their National Insurance number.