

How we will treat the information you give us

The information you give will be treated securely and confidentially. The organisations who are contacted will use the information to update benefits, credits or help to start up services. They may use this information in other ways, but only as the law allows.

Additional services

If you wish, we may be able to share the information you give us to update information held by other council services.

Privacy

This service is committed to ensuring your information is protected.

Our privacy statement tells you how the information you provide when you use this service will be used and protected. Ask the Registrar if you wish to see the full privacy statement.

Please remember that it is your responsibility to ensure that all organisations, that pay you a benefit/credit or provide a service to you, have correct and up to date information about you.

 HM Government

 Clackmannanshire Council

 Falkirk Council

 Stirling Council

Tell Us Once

If you've just had a baby...

...we can help you tell the people who need to know.

When you have a new baby, there are lots of things that need to be done. One of these things is contacting the government departments and local council services that need to be told about the birth. Until now, you had to contact all of them individually.

We're providing a free service which can help you give the information to the Department for Work and Pensions.

If you want, they can then pass this information on to a number of other organisations.



How the service can help you

You often have to contact several government departments and parts of the local council to give them the same information about the birth. It's important that you do this as soon as possible as it may affect your entitlements, such as Child Benefit, Working Tax Credits or Child Tax Credits.

We want to make this easier for you, so if you want to use the service after registering the birth we will ask you some simple questions. This means that you won't have to send a copy of the birth certificate in the post as we will contact the organisations that need to know on your behalf.

Using this service can, where certain conditions are met, help to speed up an application for Child Tax Credit or Working Tax Credit with HMRC if you are receiving benefits that relate to your income (for example Income Support, or some types of Jobseekers Allowance or Employment and Support Allowance).

How you can contact us to use the service

When you call to register the birth you will automatically be offered the service immediately after registration.

You may wish to phone in advance, please see our contact details on the envelope that contained this leaflet.

What happens to the information?

The following organisations can be contacted if you ask us to:

- Department for Work and Pensions - Jobcentre Plus
- Housing Benefit Office
- Council Tax Benefit Office
- Library Services
- Children's Services (Family Information Services)
- HM Revenue & Customs (HMRC)
 - Child Benefit
 - Child Tax Credit or Working Tax Credit

Information you will need to use this service

It will help if you have the following information with you, when you use the service:

- Birth Certificate (you may be registering the birth directly before you use this service)
- A completed claim form for Child Benefit (if you are making a claim)
- The parent/s named on the birth register's National Insurance number/s and/or date of birth, address and telephone number
- Details of any benefits the parent/s named on the birth register are receiving / have applied for
- The partner of the mother named on the birth register, (if they live in the same household) including their National Insurance number and/or date of birth and information about any benefits they may be receiving.

You will need to get the permission from these people to tell us about them before you use the service.