



the **moray** council

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 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.

Other formats

If you need information from the Moray Council in a different format, such as Braille, audio tape or large print, please contact:

如果閣下需要摩里議會用你認識的語言向你提供議會資訊的話，請要求一位會說英語的朋友或親人與議會聯繫

Jeżeli chciałoby Państwo otrzymać informacje od samorządu rejonu Moray w swoim języku ojczystym, Państwa przyjaciel lub znajomy, który mówi dobrze po angielsku, może do nas

Se necessita de informação, do Concelho de Moray, traduzida para a sua língua, peça o favor a um amigo ou parente que fale Inglês para contactar através do:

Jeigu Jums reikalinga informacija iš Moray regiono Savivaldybės [Moray Council], kurią norėtumėte gauti savo gimtąja kalba, paprašykite angliškai kalbančių draugų arba giminaičių susisiekti su mumis

Чтобы получить информацию из Совета Морэй на Вашем языке, попросите, пожалуйста, Вашего друга или родственника, говорящих по английски, запросить ее

Si necesitas recibir información del Ayuntamiento de Moray en tu idioma. Por favor pide a un amigo o familiar que hable inglés que:



Project Officer
Chief Executive's Office
High Street
Elgin, IV30 1BX



Phone: 01343 553319



Email: equalopportunities@moray.gov.uk



Textphone (Wednesday or Thursday only):
18002 01343 563319



the **moray** council

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, we will contact the organisations that need to know on your behalf.

How you can contact us to use the service

If you would like to use the service, please call to make an appointment. Details of our main office in Elgin and our other part-time offices are noted below. You can just call in during opening hours, although you may have to wait for a while before you can see someone. You need to have registered the birth first.

If it helps, you can usually make appointments to see the Registrar and use the service on the same visit.

ELGIN	01343 554600
BUCKIE	01542 832691
FORRES	01309 694070
KEITH	01542 885525

You can find out about the Registrar's Opening Hours by calling the numbers above or checking on www.moray.gov.uk

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

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). Please ask the Registrar if you want to know more about this.

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.

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 person 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.

Privacy

This service is committed to ensuring your information is protected.

Our privacy statement tells you how the information you provide when using 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.