

Some Government departments and Council services need to be informed about a birth. With the Tell us Once service Perth & Kinross Council can help you tell the people who need to know.

If you've just had a baby...



***tell us
once***

Birth

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.

Perth & Kinross Council are providing a 'Tell Us Once' service where we can help you give the information to the Department for Work and Pensions. They can then pass this information on to a number of other government departments and local authority services.

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.

What happens to the information you provide?

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*
- *HM Revenue & Customs (HMRC)*
 - *Child Benefit*
 - *Child Tax Credit or Working Tax Credit*

We can help to fast track Child Tax Credit or Working Tax Credit applications 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 use the 'Tell Us Once' service

At your appointment to register the birth, the Registrar will advise you of the 'Tell Us Once' service.

You can make your registration appointment at any of our local registration offices.

For more information about this service:

Tel **01738 475121**

Email **perth-registrars@pkc.gov.uk**

Web **www.pkc.gov.uk/registrars**

Visit **5 High Street, Perth PH1 5JS**

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

To make sure the right information is given to any organisations we contact for you and so that you get the most out of the service, it will help if you can bring along the following information to the Registration appointment.

- *Details of any benefits the person/s to be named on the birth register are receiving/ have applied for*
- *National Insurance number/s for the person/s to be named on the birth register*

We may also ask you for other information about the people to be named on the birth certificate and you will need to get their permission to tell us about them before you use the service.

Please remember that it is still your responsibility to make sure that any organisation that pays you a benefit has correct and up to date information.

Privacy

This service is committed to ensuring your information is protected. Our privacy statement tells you how we will use and protect your information when you use this service. Please ask if you wish to see the full privacy statement.

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting
Customer Service Centre on 01738 475000

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمخصص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:

الاسم: Customer Service Centre
رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے

تو اس کا درخواست سروس ڈیویٹمنٹ Customer Service Centre سے فون نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式

(某些時候，這些文件只會是概要式的翻譯)，請聯絡

Customer Service Centre 01738 475000

來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z
Customer Service Centre 01738 475000

P ejete-li si Vy, alebo n kdo, koho znáte, kopii této listiny v jiném jazyce nebo jiném formátu (v n kterých p ípadech bude p eložen pouze stru ný obsah listiny)
Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись
Customer Service Centre 01738 475000

Ma tha thu fhèin neo duine a dh'aithneachas tu ag iarraidh leth-bhreacadan chànan seo ann an cànan eile neo ann an cruth eile, (aig amannan cha bhith ach gearr-chunntas a-mhàin ri fhaighinn air eadar-theangachadh) faodar seo fhaighinn le bhith a' cur fios gu:
Customer Service Centre 01738 475000



Council Text Phone Number 01738 442573

All Council Services can offer a telephone translation facility