

## **Community Adverse Experience Scheme Checklist**

This checklist will help ensure that you have all the information ready to hand to be able to complete an application.

**Please read through this list before applying.**

### **Certified ID for the Applicant**

In the application form you will be asked to provide proof of identity. The ID must be certified to be accepted. Please see the next page for a list of accepted ID.

### **Proof of any Name Change**

If you have had a legal change of name either by marriage, divorce or by deed poll, since your time in the Jesus Fellowship Community Trust, then you will need to provide evidence of any name change.

### **Lasting Power of Attorney Documentation**

If you are being supported by an Attorney (LPA), the following documentation will need to be provided:

- Certified ID of the Attorney. Please see the next page for a list of accepted ID.
- Evidence of the Lasting Power of Attorney, as registered with the Office of the Public Guardian.

### **Details of Community Residence**

In order to help confirm eligibility to the Scheme, you will be asked to provide information, if available, relating to your period/s of residence in community. This information includes:

- Address/es of Community properties in which you resided
- Community household Name/s
- Date/s you resided in the Community property

### **(Optional) Capital Refund Documents**

If you are applying for a Capital Refund, you may have additional documentation to support the application, such as a receipt of payment to the Jesus Fellowship Community Trust. This documentation can be added to the application form.

## Jesus Fellowship Redress Scheme

### Accepted ID

Applicants / Lasting Power of Attorneys will require **one of the following forms of ID**, that has been certified:

- A certified photocopy of a passport or EU identity card
- A certified photocopy of a driver's licence (Full or provisional with photo)
- A certified photocopy of a bank card/post office account card (both sides of card with account details blanked out)
- A passport sized photograph, signed and witnessed by an appropriate professional (solicitor, general practitioner or teacher)

If they are unable to provide any of the above types of ID, then **two forms of the following ID**, that have been certified, must be provided:

The first type of certified ID must be either:

- A bank or building society statement or post office account dated within the last 3 months
- Correspondence from a Job Centre
- A valid Freedom pass
- A valid Disability badge

The second type of certified ID can be one of:

- Official government correspondence for example, a copy of a P45, P60 dated within the last 12 months
- Correspondence from the NHS (letter from your GP, or hospital)
- Current benefit book, or card or original notification letter from the Department of Work and Pensions (DWP), confirming your legal right to benefits.
- Original birth certificate
- Current full driving licence (old version)
- Adoption Certificate
- Marriage/Civil partnership certificate

### How to Certify ID

Certified ID is a way of confirming that the document provided is a true copy of the original. ID documents can be certified by a Solicitor or at your local Post Office. Please note that there may be a fee to certify any documents.

To do this, you will need to:

1. Make a clear and legible copy of the document(s) you want certified
2. Take both the original document and the copy to the person certifying the document. The person certifying your document will need to:
  - a. Review the copy and the original
  - b. Write on the copy "Certified to be a true copy of the original seen by me"
  - c. Sign and date the copy and print their name under the signature
  - d. Write their occupation, address and telephone number on the copy.

## **Jesus Fellowship** Redress Scheme

If you use the Post Office to certify your document, you will need to:

1. Make a clear and legible copy of the document(s) you want certified
2. Download and complete the ID checking service form from the Post Office website

Take your original document, copies and the completed ID checking service form to the post office.