

Other Claims Scheme Checklist

This checklist will help ensure that you have all the information ready to hand to be able to complete an application. Any supporting documentation can be uploaded to the online application form.

Please read through this list before applying.

Certified ID for the applicant

If you are not using a Solicitor, you must provide proof of identity. This is required to validate the application. 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 are not using a Solicitor, and have had a legal change of name either by marriage, divorce or by deed poll, since their time in the Jesus Fellowship Community Trust, then they will need to provide evidence of the name change.

Third Party Support Documentation

If you are not using a Solicitor, all third party support must provide ID that has been certified. Please see the next page for a list of accepted ID.

Litigation Friend: an individual who offers support to an Eligible Applicant who lacks capacity and who can fairly and competently conduct an Application on behalf of that Eligible Applicant and who has completed a [certificate of suitability \(N235 form\)](#) to be filed with the court. A copy of the N235 form must be attached to the application.

Attorney: a person who has a Lasting Power of Attorney (LPA) as registered with the Office of the Public Guardian (OPG). Proof of the Lasting Power of Attorney (LPA) must be attached to the application.

Nominated Representative: a family member, friend or individual who can assist the Eligible Applicant with their application form. You must complete a [Nominated Representative Form](#) and attach a copy to the application.

Details of claim

It is important when completing your application that you provide full details setting out the background to your potential claim, together with any supporting documentation, in order that such claims can be processed swiftly, and their merits carefully assessed on a case-by-case basis.

For example, this may include details such as people involved, dates, employment role position, Nation Insurance record, correspondence, or other information.

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If more information is required during the application process, the Scheme solicitors will contact the applicant or the applicants solicitor for more details.

Accepted ID

Applicant / Third Party Support 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:

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- 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.

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