



Social Security Scotland
Tèarainteachd Shòisealta Alba

Best Start Grant

Pregnancy and Baby Payment

Once finished, return this form to:

Best Start Grant
PO Box 10300
DUNDEE
DD1 9FU

If you need a pre-paid envelope,
phone us on 0800 182 2222
and we'll send you one.

mygov.scot

Before you start

To complete this form, you'll need:

- a due date, or your child's date of birth
- the dates of birth of your other children, if you have any
- your partner's details, if you have a partner
- your bank details, unless you've already agreed a way to be paid by DWP because you do not have a bank account.

You should also be able to give your National Insurance number. If you do not give your National Insurance number your payment could be delayed.

You should avoid sending original certificates and legal orders. It can take us up to two weeks to return anything you send.

If you need to send a copy of a certificate or legal order

You should avoid sending original certificates and legal orders. It can take us up to two weeks to return anything you send.

If you need a pre-paid envelope to return your completed form and copies of evidence to Social Security Scotland, phone us on 0800 182 2222 and we'll send you one.

If you need any help

You can get help online at mygov.scot.

You can also get help over the phone, or get this form in other formats or languages, by calling 0800 182 2222.

Pregnancy and Baby Payment

The Pregnancy and Baby Payment is a cash payment for the parents, or carers, of a baby.

If you get the payment for your first child, you'll be paid £600. You'll be paid £300 if you get the payment for any of your other children.

We pay the Pregnancy and Baby Payment to help cover some of the costs of having children. These costs could be things like needing a pram, heating your home or buying clothes for your baby but, as it's a cash payment, you can choose how you need to spend the money.

Your first child can be a stepchild, or a child you've taken over looking after, if they're your oldest child under 16 and you get Child Tax Credit, Child Benefit or Universal Credit child payments for them.

What you'll get if you've had twins or triplets

Only if one of the babies is your first child	Any other baby in the same birth, for example twin or triplet	Your payment to help with the costs of having more than one baby
£600	£300 each	£300

An example of this is if you have twins and one is your first child, you'll get £1200. This is made up of £600 for your first child, £300 for your second child and a £300 payment for having twins.

Who can apply and when

If you're a baby's birth mother, you can apply from 24 weeks pregnant up to the day your baby is 6 months old.

You can apply whether the baby is your first or not.

If you're not the birth mother, you can apply if you're living with the birth mother and the two of you are a couple, married or civil partners.

If you're not the birth mother or her partner

You can apply if:

- you're getting Child Tax Credit, Child Benefit or Universal Credit child payments for the baby you want to apply for, or for the baby's birth mother
- you've started looking after a baby under one, such as if you're a kinship carer

If you've had a stillbirth or your baby died before they were six months old

You can apply up to six months after your child was born.

If you've taken over looking after a baby

You have until the baby's first birthday to apply if you've taken over looking after a baby, such as if you adopt or are a kinship carer.

For the child you want to apply for, you must get one of these:

- Child Tax Credit
- Child Benefit
- Universal Credit.

If you do not get one of these, you need to have a court order that shows you've taken over looking after the child you want to apply for.

You can't apply for a child if they're in residential care or you're their foster carer. This is because it's the role of your local council to provide support.

What else affects whether you can apply

If you're over 18

You can apply whether you're in work or not, but you must be getting one of these:

- Child Tax Credit
- Universal Credit
- Income Support
- Pension Credit
- Working Tax Credit
- Housing Benefit
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA).

Most people who get JSA or ESA get income-based JSA or income-related ESA. If you're not sure which one you get, tell us the one you think you get when you're asked in the form. We can check this for you.

The amount you get of any of these benefits or payments does not matter, as long as you get at least one.

The only time you do not need to be getting any of these benefits or payments is if all these things apply to you:

- you're going to school or college for at least 12 hours a week - this does not include university
- you started your course before you were 19
- if you're on a training course and it's a training course that is not arranged by someone you work for
- your parent or carer gets Child Tax Credit, Child Benefit or Universal Credit for you.

If all these things apply, you need to send proof of the course you're on. This proof needs to show:

- the name of your school or college, or the name of the place that provides your training
- the name of your course
- your course's start and end dates
- your full name.

A parent or carer can also apply. If they apply, they'll need to give us your details but they do not need to send any proof of the course you're on. They only need to be getting Child Benefit, Child Tax Credit or Universal Credit for you.

If you're under 18

If you're under 18, you do not need to be on any payments or benefits to get the Pregnancy and Baby Payment.

You can apply for the Pregnancy and Baby Payment at any age. This includes if you're under 16.

You can apply in one of two ways:

- apply yourself
- someone else can apply for you as long as they get Child Benefit, Child Tax Credit or Universal Credit for you.

Please use a black pen and write in **BLOCK CAPITALS**. You should tick boxes in this form rather than using a cross. If you make any mistakes, please cross out the error clearly. If you need to, you can:

- request a new form by calling 0800 182 2222
- download it from: mygov.scot/pregnancy-baby-payment-form/

Tell us why you're applying

If you tick one of these go to page 8

- I am pregnant
- My partner is pregnant
- I gave birth less than six months ago
- My partner gave birth to a baby, or babies, less than six months ago
- I've had a stillbirth within the last six months
- My baby was born within the last six months and my baby died
- I've taken over looking after a child under one

You only need to tick these boxes if you have the legal right to apply for someone else, or want to do that for someone who cannot manage their own affairs.

If you tick one of these go to page 6

- I have the legal right to act for someone and I'm filling in this form for them, such as if I'm their appointee or I have power of attorney
- I'm filling in this form on behalf of someone else and I would like to apply to you to be an appointee

If you tick one of these go to page 7

- I want to apply because I look after someone under 18 who's pregnant or a young parent
- I want to apply because I look after someone who is all these things:
 - 18 or 19
 - pregnant or a young parent
 - goes to school or college for at least 12 hours a week.

You should fill in this section if you are someone who has the legal right to apply for someone else, or want to do that for someone who cannot manage their own affairs.

If you're from an organisation applying on someone's behalf, fill in your organisation name and address in the address section.

If you're filling in this form on behalf of someone who cannot manage their own affairs

Please give us your details.

First name(s)

Last name

Date of birth

National Insurance number

Address

Postcode

If we need to send you a letter, do you want the letter sent to this address?

Yes No

If no, tell us where you'd like letters sent:

Address

Postcode

You should fill in the rest of this form using the details of the person you're applying for.

If you look after someone who's under 20, you can apply as long you get one of these for the person you look after:

- Child Tax Credit
- Child Benefit
- Universal Credit.

If you look after someone who's under 20 and they're either pregnant or a young parent

Please give us the details of the person you look after.

First name(s)

Last name

Date of birth

National Insurance number

Address

Postcode

Do you get Child Tax Credit, Child Benefit or the child part of Universal Credit for this person?

Yes No

If no, you cannot apply. The person should apply themselves. If you need further help, call 0800 182 2222.

Your details

First name(s)

Last name

Date of birth

National Insurance number

Address

Postcode

If you're 18-19, you'll need to send us a letter from your school or college that confirms the course you're on. This letter will need to show:

- the name of your school or college, or the name of the place that provides your training
- the name of your course
- your course's start and end dates
- your full name.

If we need to send you a letter, do you want the letter sent to this address?

Yes No

If no, tell us where you'd like letters sent:

Address

Postcode

Are you at school or college full-time?

Yes No

Someone is your partner if you're living with them and the two of you are a couple, married or civil partners.

Do you have a partner?

Yes No

If yes, please provide your partner's details.

First name(s)

Last name

Date of birth

National Insurance number

You do not need to fill in this section if you're:

- under 18
- 18 or 19 and go to school or college full-time.

Tell us which of these you or your partner get:

Child Tax Credit

Universal Credit

Income Support

Housing Benefit

Working Tax Credit

Pension Credit

Income-based Job Seeker's Allowance

Income-related Employment and Support Allowance

None of the above

Please tick this box:

I declare that my current benefit claim is correct, complete and up to date as far as I know and believe.

If you're pregnant and haven't told a GP or midwife, you should do this as soon as you can. This is so you can get the right type of care leading up to the birth of your baby. If you do not have a GP, you can find your nearest GP online at nhsinform.scot. If you're worried and need advice over the phone, you can call 111.

Baby's details

Part A – If the baby's not been born

What is the due date?

How many babies are you expecting?

Part B – If you have a baby under six months old

Please tell us your baby's name and details.

First name(s)

Last name

Date of birth

If the baby has a twin, give their details:

First name(s)

Last name

Date of birth

If there's a triplet, give their details:

First name(s)

Last name

Date of birth

We're sorry to hear your baby has died. You can get the Pregnancy and Baby Payment to help you pay for anything you might need.

If you want to apply by phone, you can call 0800 182 2222. The adviser will help you apply over the phone at your own pace.

Legal orders can include things like an Adoption Order, Kinship Care Order or any type of legal order that says you're a baby's carer.

You should only send a copy of the legal order, not the original.

Part C – If your baby has died

Please tell us your baby's name and details.

First name(s)

Last name

Date of birth

Date of death

If you need to tell us about a twin who's also died, please give us their details:

First name(s)

Last name

Date of birth

Date of death

Part D – If you've taken over looking after a baby under one

Please tell us the baby's name and details.

First name(s)

Last name

Date of birth

Do you get Child Tax Credit, Child Benefit or Universal Credit for this baby?

Yes No

If no, you need to send a copy of the legal order that says you look after this baby.

Baby Box

You do not need to fill in this section for any babies you told us about in part D.

If you filled in parts A, B or C of 'Baby's details'

Can we use Baby Box to confirm the baby's details you've given us?

Yes No I didn't sign up for Baby Box

If no, or you did not sign up for Baby Box, you'll need to send a copy of something that confirms the details you've given us. This can be a copy of a:

- maternity B1 (MATB1) certificate
- birth certificate, if your baby's already been born
- death certificate, if your baby has died.

If you were not the person who signed up for Baby Box, give the details of the person who did:

First name(s)

Last name

Date of birth

National Insurance number

Address

Postcode

Please list all the other children who live with you. You do not need to include any child you've already told us about on page 10 or 11.

All other children under 16

You need to list your other children under 16. If you have more than three children under 16, please give their details in the 'If you think there's anything else we need to know' section on page 16.

First name(s)

Last name

Date of birth

Do you get Child Tax Credit, Child Benefit or Universal Credit for this child?

Yes No

First name(s)

Last name

Date of birth

Do you get Child Tax Credit, Child Benefit or Universal Credit for this child?

Yes No

First name(s)

Last name

Date of birth

Do you get Child Tax Credit, Child Benefit or Universal Credit for this child?

Yes No

If we need to contact you

Your phone number

Is this phone a: mobile

landline

I do not have a phone number I can give you

If you've given us a mobile number, would you like us to send you a text to let you know when we've got your form?

Yes

No

I would like the text sent to a different number to the one I've given:

If we have a question and we're not able to contact you, it could delay your payment.

We can call you in over 100 languages.

When we tell you whether you're going to get the Pregnancy and Baby Payment, we can only do this by letter.

How would you like us to contact you if we need to ask you a question?

Select only one option.

Phone call in English

Phone call in a different language (please tell us which language)

Video call, if you use British Sign Language

Letter

As well as a letter in English, tick the box of any other type of letter you need to be sent:

Braille (English only)

Large print

Easy read

Audio

A letter in a language other than English
Please tell us which language:

I do not need to be sent any of these

The Pregnancy and Baby Payment can be paid into your account or someone else's. If you want it paid into someone else's account, you need to check they're happy with this before you put their details in this part of the form. You should also be sure you'll be able to access the money.

Your sort code has six digits and your account number has eight digits. You can find both of these on your bank card or statements.

Payment details

Give details of the bank, building society or credit union account you want the Pregnancy and Baby Payment paid into.

Name on account

Full name of your bank, building society or credit union

Sort code

Account number

Building society or credit union reference number
(you only need to fill this in if your account has one)

If you've agreed another way to be paid with the DWP because you do not have a bank account

You can be paid the Pregnancy and Baby Payment in the same way you're being paid for other benefits.

- I do not have a bank account and I want to be paid the Pregnancy and Baby Payment in the same way I've agreed to be paid for other benefits

You only need to add something if you think there's anything we haven't covered in the form that we need to know.

If you think there's anything else we need to know

A large rectangular box with a black border, containing 25 horizontal light gray lines for writing.

If you run out of space, you can carry on writing on another sheet of paper and send this to us with your form.

Things you need to agree before you apply

Tick the boxes to show that you've read and agree with the statements:

As far as I know and believe, I declare that the information I have given in this form is correct and complete.

I understand that I may be prosecuted if I provide details that are not complete or correct. I also understand money may be taken back from me if I'm paid too much.

Your signature

Date

Please return this form and any supporting evidence to:

Best Start Grant
PO Box 10300
DUNDEE
DD1 9FU

If you need a pre-paid envelope, phone us on 0800 182 2222 and we'll send you one.

What happens next

If you've asked for one, we'll send you a text message when we've got your form to let you know it's arrived.

Within 10 days of getting your form we'll either:

- send you a letter telling you whether you're going to be paid the Pregnancy and Baby Payment
- contact you if we need to ask you any questions about your form.

Your payment could be delayed if you need to send evidence with this form and you do not send it.

Privacy notice

You and your data

Our privacy notice explains your rights under the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). It describes the type of information we may hold on you, how it may be processed and who we might share it with.

Personal data (which we will call 'data' throughout the rest of this notice) means any information about an individual from which that person can be identified.

Social Security Scotland processes lots of data to do our job. We manage your personal data to deliver a number of social security benefits outlined in the Social Security (Scotland) Act 2018. We are committed to protecting and respecting your privacy.

Social Security Scotland is registered with the Information Commissioner (registration number Z4857137) under Scottish Ministers, to handle your data.

If you want to know more about how Social Security Scotland use your data, you can read our full privacy notice online:
mygov.scot/social-security-data



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If there's something else you need help with,
or you want this form in other formats,
call us on 0800 182 2222.