



## How do I apply for a National Insurance Number?

National Insurance refers to social security contributions made by employers and employees and your National Insurance Number (NINO) is used as your reference number for the whole social security system.

A NINO is made up of two letters, six numbers and another letter: e.g. AB 123456 C. Your NINO will be used to notify HM Revenue & Customs of any deductions that have been made from your salary.

Failure to obtain your NINO can affect your contribution records, delay payments of state benefits and possibly result in further expenditure to resolve the situation. Everyone who works in the UK must make National Insurance (NI) contributions.

**If you don't have a NINO you must apply for one by calling Jobcentre Plus on 0845 600 0643 between 8.00am and 6.00pm, Monday to Friday. Please be aware that the application cannot be made by anyone else on your behalf.**

Jobcentre Plus may arrange an 'evidence of identity' interview with you or send you a postal application. If relevant, they will confirm the date, time and location of your interview and what information/documentation you need to support your application.

If your application is successful, you will be given your NINO in writing as soon as possible after the interview. You will receive an NI number card later.

**Please advise Key, either in writing or by email, of your NINO as soon as this is received.**

**Further information is available on the Directgov website at [www.direct.gov.uk](http://www.direct.gov.uk).**



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