**Benefit Claim Security Interview Template**

The purpose of this interview is to validate a benefit claim where an applicant has been unemployed and claiming benefits for more than 28 days. Proof of the claim for the full period must be uploaded to IDGateway.

**Part A Basic Information**

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B:** \_\_\_/\_\_\_/\_\_\_ *(dd-mm-yy)*

I confirm this interview has taken place face-to-face on: \_\_\_/\_\_\_/\_\_\_ *(dd-mm-yy)*

It was conducted  in person or via  video call (tick as appropriate).

**Interviewer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part B Identity Check**

**Proof of Identity:** You must record details of the identity document(s) seen, together with your confirmation that documents appear genuine and pertain to the Applicant. The document(s) presented must be originals.

**Nationality:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Identity document Type:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Document No**.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Issue**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interviewer: initial here to confirm document check**

**Part C Verification of Online Benefit Claim**

**Interviewer: Please follow these steps to verify a benefit claim:**

* Ask the applicant to log into their Online Benefit Portal or HMRC statement (gov.uk).
* Request applicant to show benefit claims for at least 3 periods and enter dates to the table below.
* If any do not match, check all claim periods listed and confirm this in the notes section below.
* Evidence for **all** periods of benefit claim must be uploaded to IDGateway.
* If the applicant will be seeking an airport identification card, advise them that the airport ID Centre may repeat this check with them as part of their validation.

**Complete the below table for the benefit claim periods checked against the evidence provided.**

**Notes**

**Date period Benefit Claim Matched**

E.g., 01/04/2020 to 31/05/21 Universal credit Yes / ~~No~~

1. from \_\_\_\_/\_\_\_\_/\_\_\_\_to \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes / No
2. from \_\_\_\_/\_\_\_\_/\_\_\_\_to \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes / No
3. from \_\_\_\_/\_\_\_\_/\_\_\_\_to \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes / No

**Interviewer: initial here to confirm you have verified the applicant’s online benefit claim:**

**Part D Final Declaration**

*Consider inclusion of sign-off by the applicant here, e.g.: “I can confirm I have given a true and accurate account of my benefit claim history” with name, date and signature.*

*Consider inclusion of data protection statement or consent here.*

**Interviewer Declaration**

I am satisfied that the information provided by the Applicant during this interview has been recorded within this pack and will now be retained as part of the Applicant’s recruitment record.

**Signature of Interviewer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_ *(dd-mm-yy)*

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_