

Claims Checklist

FUNERAL GRANT

- COMPLETED CLAIM FORM - NI 8
- DEATH CERTIFICATE OF INSURED
- RECEIPT – bearing the name of the person (the applicant) who has stood the expenses for the turnout and referencing the name of the deceased
- NATIONAL INSURANCE REGISTRATION CARD OF THE DECEASED (if available)

SICKNESS BENEFIT

- COMPLETED CLAIM FORM – NI 15 (First claim)
- NI 15A (CONTINUATION CLAIM)
- BIRTH CERTIFICATE (IF APPLICANT IS AGE 60+)
- AFFIDAVIT/DEED POLL/MARRIAGE CERTIFICATE IF NECESSARY (Name not on Birth Certificate, Name different to what is on birth certificate)

MATERNITY BENEFIT

- COMPLETED CLAIM FORM – NI 12

SPECIAL MATERNITY BENEFIT

- COMPLETED CLAIM FORM - NI 13
- AFFIDAVIT FROM BOTH PARENTS (IF COMMON LAW RELATIONSHIP)
- MARRIAGE CERTIFICATE

INJURY BENEFIT

- COMPLETED CLAIM FORM - NI 19
- NI 19A (Continuation medical where applicable)

MEDICAL EXPENSES

- **COMPLETED CLAIM FORM – NI 114**
- **RECEIPTS OF EACH EXPENSE BEING CLAIMED**
- **REFERRAL LETTER FROM DOCTOR (If referred to another provider e.g. Chiropractor, Physiotherapist etc.)**

DISABLEMENT BENEFIT

- **COMPLETED CLAIM FORM – NI 119**
- **STATEMENT FROM EMPLOYER IN RESPECT OF ACCIDENT IF INJURY BENEFIT WAS NOT CLAIMED**

RETIREMENT BENEFIT

- **COMPLETED CLAIM FORM – NI 82**
- **BIRTH CERTIFICATE (Electronic)**
- **AFFIDAVIT (Where necessary)**
- **MARRIAGE CERTIFICATE (Female applicant)**
- **DECREE ABSOLUTE OF DIVORCE (Where applicable)**
- **DEED POLL (If applicable)**
- **ALTERNATIVE EVIDENCE OF CONTRIBUTIONS (IF NECESSARY)**

INVALIDITY BENEFIT

- **COMPLETED CLAIM FORM –NI 38**
- **BIRTH CERTIFICATE (Electronic)**
- **AFFIDAVIT (Where necessary)**
- **DEED POLL (If applicable)**
- **MARRIAGE CERTIFICATE (Female applicant)**
- **DECREE ABSOLUTE OF DIVORCE (Where applicable)**
- **ALTERNATIVE EVIDENCE OF CONTRIBUTIONS (IF NECESSARY)**

SURVIVOR

COMPLETED CLAIM FORM – NI51 (Claim form is the same for each category)

BIRTH CERTIFICATE OF APPLICANT (Electronic)

AFFIDAVIT (Where necessary)

- DEED POLL (If applicable)
- MARRIAGE CERTIFICATE (Female applicant)
- DECREE ABSOLUTE OF DIVORCE (Where applicable)
- ALTERNATIVE EVIDENCE OF CONTRIBUTIONS (IF NECESSARY)

SURVIVOR (COMMON LAW)

- COMPLETED CLAIM FORM – NI51
- BIRTH CERTIFICATE OF APPLICANT (Electronic)
- AFFIDAVIT (Where necessary)
- DEED POLL (If applicable)
- SELF SWORN DECLARATION FROM APPLICANT
- DECLARATIONS FROM THREE PROMINENT PERSONS TO ESTABLISH KNOWLEDGE OF THE PARTIES COHABITING

If previously married, then -

- DECREE ABSOLUTE OF DIVORCE (Where applicable)
- Or DEATH CERTIFICATE OF PREVIOUS SPOUSE(S)

If deceased was previously married, then –

- DECREE ABSOLUTE OF DIVORCE (Where applicable)
- Or DEATH CERTIFICATE OF PREVIOUS SPOUSE(S)

CHILD ALLOWANCE

- COMPLETED CLAIM FORM – NI 51
- CHILD'S BIRTH CERTIFICATE
- AFFIDAVIT WHERE NECESSARY
- PROOF OF PATERNITY WHERE NECESSARY
- MEDICAL CERTIFICATE IF DISABLED

ORPHAN'S ALLOWANCE

- COMPLETED CLAIM FORM - NI 51
- Death Certificate of both parents (if both were insured persons)
- BIRTH CERTIFICATE OF ORPHAN
- AFFIDAVIT WHERE NECESSARY
- PROOF OF PATERNITY WHERE NECESSARY
- MEDICAL CERTIFICATE IF DISABLED

DEPENDANT PARENT

- **COMPLETED CLAIM FORM - NI 51**
 - **Birth certificate of the deceased (Affidavit if father's name is not on deceased's birth certificate)**
- **AFFIDAVIT OUTLINING EXPENSES AND CONTRIBUTION OF THE DECEASED**
- **PROOF OF DECEASED'S CONTRIBUTION TO PARENTS' UPKEEP (BILLS AND RECEIPTS)**

DEATH BENEFIT

- **COMPLETED CLAIM FORM– NI117 (Claim form is the same for each category)**
- **BIRTH CERTIFICATE OF APPLICANT (Electronic)**
- **AFFIDAVIT (Where necessary)**
- **DEED POLL (If applicable)**
- **MARRIAGE CERTIFICATE (Female applicant)**
- **DECREE ABSOLUTE OF DIVORCE (Where applicable)**

DEATH BENEFIT (COMMON LAW)

- **COMPLETED CLAIM FORM – NI117**
- **BIRTH CERTIFICATE OF APPLICANT (Electronic)**
- **AFFIDAVIT (Where necessary)**
- **NOMINATION OF SPOUSE (NI 42 Where applicable)**
- **DEED POLL (If applicable)**
- **SELF SWORN DECLARATION FROM APPLICANT**
- **DECLARATIONS FROM THREE PROMINENT PERSONS TO ESTABLISH KNOWLEDGE OF THE PARTIES COHABITING**

If previously married, then -

- **DECREE ABSOLUTE OF DIVORCE (Where applicable)**
- **Or DEATH CERTIFICATE OF PREVIOUS SPOUSE(S)**

If deceased was previously married, then –

- **DECREE ABSOLUTE OF DIVORCE (Where applicable)**
- **Or DEATH CERTIFICATE OF PREVIOUS SPOUSE(S)**

CHILD ALLOWANCE

- **COMPLETED CLAIM FORM – NI 117**
- **CHILD'S BIRTH CERTIFICATE**
- **AFFIDAVIT WHERE NECESSARY**

- **PROOF OF PATERNITY WHERE NECESSARY**
- **MEDICAL CERTIFICATE IF DISABLED**

DEPENDANT PARENT

- **COMPLETED CLAIM FORM – NI 117**
- **BIRTH CERTIFICATE OF THE DECEASED (AFFIDAVIT IF FATHER’S NAME IS NOT ON DECEASED’S BIRTH CERTIFICATE)**
- **AFFIDAVIT OUTLINING EXPENSES AND CONTRIBUTION OF THE DECEASED**
- **PROOF OF DECEASED’S CONTRIBUTION TO PARENTS’ UPKEEP (BILLS AND RECEIPTS)**

ALL CLAIMS

- **IF POSTAL – PROOF OF ADDRESS (Utility bill)**
- **IF FINANCIAL INSTITUTIONS - PROOF OF FINANCIAL INFORMATION**
- **IDENTIFICATION DOCUMENT OF APPLICANT (Valid document - EID CARD, PASSPORT, DRIVER’S PERMIT)**
- **IDENTIFICATION DOCUMENT OF THIRD PARTY – WHERE APPLICABLE (Valid document - EID CARD, PASSPORT, DRIVER’S PERMIT)**