

What happens to the information?

The following organisations can be contacted if you ask us to:

- Department for Work and Pensions
- Jobcentre Plus
- Housing Benefit Office
- Council Tax Benefit Office
- Library Services
- Children's Services
(Family Information Services)
- HM Revenue & Customs (HMRC)
- Child Benefit
- Child Tax Credit or Working Tax Credit

Using this service can, where certain conditions are met, help to speed up an application for Child Tax Credit or Working Tax Credit with HMRC if you are receiving benefits that relate to your income (for example Income Support, or some types of Jobseekers Allowance or Employment and Support Allowance). Please ask the Advisor if you want to know more about this.

How we will treat the information you give us

The information you give will be treated securely and confidentially. The organisations who are contacted will use the information to update benefits, credits or help to start up services. They may use this information in other ways, but only as the law allows.

Privacy

This service is committed to ensuring your information is protected. Our privacy statement tells you how we will use and protect your information when you use this service. Ask if you wish to see the full privacy statement.

Please remember that it is your responsibility to ensure that all organisations that pay you a benefit/credit or provide a service to you has correct and up to date information about you.

This service is provided by the Derbyshire Local Authorities in partnership



Designed by North East Derbyshire District Council 4114



Tell Us Once
Because your time matters

If you've just had a baby...

We can help you tell the people who need to know

When you have a new baby, there are lots of things that need to be done. One of these things is contacting the government departments and local council services that need to be told about the birth. Until now, you had to contact all of them individually.

We're providing a service which can help you give the information to the Department for Work and Pensions. If you want they can then pass this information on to a number of other organisations.



How the service can help you

You often have to contact several government departments and parts of the local council to give them the same information about the birth. It's important that you do this as soon as possible as it may affect your entitlements, such as Child Benefit, Working Tax Credits or Child Tax Credits.

We want to make this easier for you, so if you want to use the service after registering the birth we will ask you some simple questions. This means that you won't have to send a copy of the birth certificate in the post as we will contact the organisations that need to know on your behalf.

How you can contact us to use the service

If you would like to use the service please call or phone within these hours to make an appointment with the Registrar in whose district the birth occurred. The service will be offered by the Registrar immediately after registration.

If you'd like more help let us know at this stage and we'll be happy to talk to you about any extra help you may need.

Amber Valley Register Office

Tel: 01773 841380 or 01773 841381
Open Mon-Fri 9am - 1pm and 1.30 - 4pm
ambervalley.registrars@derbyshire.gov.uk

Bakewell Register Office

Tel: 01629 812261
Open: Mon, Tues, Thurs, Fri
8.45am - 12.30pm and 1 - 5.30pm
Weds 9am - 12.30pm and 1.30 - 5pm
bakewell.registrars@derbyshire.gov.uk

Chesterfield Register Office

Tel: 01246 271405
Open: Mon - Fri 9am - 4pm
chesterfield.registrars@derbyshire.gov.uk

Derby Register Office

Tel: 01332 256526 or 256535 or 256536
Open Mon - Fri 9.30am - 4.30pm
registeroffice@derby.gov.uk

Ashbourne Registration District

Tel: 01335 300575
Open: Mon and Weds 10am - 12.30pm
Friday 1.30 - 4pm
ashbourne.registrars@derbyshire.gov.uk

Matlock Register Office

Tel: 01629 582870
Open: Mon, Weds, Fri 1.30 - 4.30pm
Thurs 1.30 - 3.30pm
bakewell.registrars@derbyshire.gov.uk

Erewash Registration District

Tel: 0115 932 1014 or 0115 932 4844
Open: Mon - Fri 9.30 - 1pm and 2 - 4.30pm
erewash.registrars@derbyshire.gov.uk

Long Eaton Sub Office

All appointments for this office are booked through the Erewash Registration District office at Ilkeston
Open: Weds 9.30 - 1pm and 2 - 4.30pm
erewash.registrars@derbyshire.gov.uk

Buxton Register Office

Tel: 01298 25075
Open: Mon and Weds 9am - 2pm
and Friday 9am - 1pm
highpeak.registrars@derbyshire.gov.uk

Chapel-en-le Frith Register Office

Tel: 01298 813559
Open: Mon and Thurs 2.30 - 4.30pm
highpeak.registrars@derbyshire.gov.uk

Glossop Register Office

Tel: 01457 852425
Open: Mon, Tues, Thurs 9am to 2pm
highpeak.registrars@derbyshire.gov.uk

Swadlincote Register Office

Tel: 01283 213976
Open: Mon, Tues, Thurs, Fri 9am - 1pm
Weds 1 - 4pm
southderbyshire.registrars@derbyshire.gov.uk

New Mills Register Office

Tel: 01663 743424
Open: Mon, Tues, Thurs 9am - 12.30pm
and 1pm - 4.30pm.
Friday 9am - 12.30 pm and 1 - 4pm
highpeak.registrars@derbyshire.gov.uk

Further information about the Registration Service in Derbyshire is available at:

http://www.derbyshire.gov.uk/community/births_marriages_deaths or
<http://www.derby.gov.uk/CommunityLiving/LifeEvents>

Information you will need to use this service

To make sure the right information is given to any organisations we contact for you and so that you get the most out of the service it will help if you can bring along with you the following information:

- Birth Certificate (you may be registering the birth directly before you use this service).
- The person/s named on the birth register's National Insurance number/s and/or date of birth, address and telephone number.
- Details of any benefits the person/s named on the birth register are receiving/have applied for.
- The partner of the person named on the birth register, (if they live in the same household) including their National Insurance number and/or date of birth and information about any benefits they may be receiving.

You will need to get the permission from these people to tell us about them before you use the service.