

If you are from overseas you are legally obliged to apply for a National Insurance number when commencing any form of employment in the UK.

What is a National Insurance Number?

An NI number is a personal number issued by the Department for Work and Pensions (DWP) to record a person's tax and NI deductions.

When can I apply?

You can apply for a National Insurance number at the same time as making job applications (you will need to show evidence that you are applying for jobs when you apply for the number).

Alternatively you can apply for a National Insurance number as soon as possible after starting your job. It is not a legal requirement for you to have a National Insurance number before you commence work, however if you do not have one then you will be charged tax at a high 'emergency' level. Your tax rate should change once you have received your National Insurance number and your employer should refund any tax you have overpaid. You may have to wait until the end of the tax year (April) for this refund to happen.

How do I apply for a National Insurance Number?

STEP 1: Telephone National Insurance number application line on 0800 141 2075 (lines are open 8am - 6pm Monday - Friday)

STEP 2: If you are an EU National, Jobcentre Plus will arrange an Evidence of Identity (EOI) interview for you. They will confirm the date, time and location of the interview and will tell you what information/documentation to bring with you.

If you are a non-EU National, Jobcentre Plus will send you an application pack. You must complete the relevant paperwork and return this to the address in the pack.

STEP 3: Attend your Evidence of Identity interview (if applicable).

STEP 4: Receive your National Insurance number and National Insurance number card. This will take about 4-6 weeks from the date you attend the interview/return the paperwork.



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Where can I find more information about National Insurance Numbers?

For more information about National Insurance numbers, please visit the Directgov and HMRC websites:

<https://www.gov.uk/national-insurance/overview>

<http://www.hmrc.gov.uk/individuals/tmanational-insurance.shtml>



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