

**Department for Work and Pensions (DWP)**  
**Central Freedom of Information Team**

freedom-of-information-request@dwp.gsi.gov.uk

**Our reference:** Fol 3099

**Date:** 9 September 2016

Dear Mr Williams,

Thank you for your Freedom of Information request received on 24 August 2016. You asked:

*"I note that the previous guidance on Secure National Insurance Number allocation has been withdrawn as noted on the .gov.uk website  
<https://www.gov.uk/government/publications/secure-national-insurance-number-allocation-process-staff-guide>*

*Please provide the current guidance issued to those charged with issuing National Insurance numbers".*

**DWP Response:**

In response to your query DWP adult NINo allocation internal guidance is usually available on [www.Gov.uk](http://www.Gov.uk) website but has been withdrawn on the 17 June 2016, as it is being redrafted. The updated guidance is expected to be published in the autumn, and when this becomes available to the public we will forward you a link to the guidance.

If you have any queries about this letter please contact us quoting the reference number above.

Yours sincerely,

DWP Central Fol Team

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**Your right to complain under the Freedom of Information Act**

If you are not happy with this response you may request an internal review by e-mailing [freedom-of-information-request@dwp.gsi.gov.uk](mailto:freedom-of-information-request@dwp.gsi.gov.uk) or by writing to: DWP, Central Fol Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF  
[www.ico.org.uk/Global/contact\\_us](http://www.ico.org.uk/Global/contact_us) or telephone 0303 123 1113 or 01625 545745