

DWP Central Freedom of Information Team

e-mail: [freedom-of-information-request@dwp.gsi.gov.uk](mailto:freedom-of-information-request@dwp.gsi.gov.uk)

Our Ref: Fol 4884

23<sup>rd</sup> November 2017

Dear Ms Brown

Thank you for your Freedom of Information request received on 17<sup>th</sup> November. You asked:

*Im trying to get a letter from your organisation that has my national insurance number on it. Its because Im starting a new job but dont have sufficient UK ID. I know my national insurance number but dont have a letter with it on it. Can you let me know how I would go about this?*

#### **DWP Answer**

Please follow this link and instructions which provide a written copy with your National Insurance Number.

<https://www.gov.uk/government/publications/national-insurance-get-your-national-insurance-number-in-writing-ca5403>

If you require full details of how to obtain information held about you by DWP these are available on the Department's pages on Gov.uk (link attached below). Please remember not to include your personal information on Whatdotheyknow.com (WDTK) as it will be visible to the public. We also do not recommend emailing of requests, as email is not a secure medium without suitable encryption in place and your personal details may be intercepted.

<https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter#ask-for-a-copy-of-the-information-we-hold-about-you>

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: [www.ico.org.uk/Global/contact\\_us](http://www.ico.org.uk/Global/contact_us) or telephone 0303 123 1113 or 01625 545745

<https://www.gov.uk/government/publications/national-insurance-get-your-national-insurance-number-in-writing-ca5403>