

Our Ref: Fol 95 and 96

12 January 2017

Dear Ms Kordanova,

Thank you for your Freedom of Information requests received on 10 January 2017.  
You asked:

*I made an application for my daughter passport and HM Passport office asking for a statement from DWP showing that no benefits have been received for 5 years prior to my child's date of birth which is 14/09/2016 or written statement confirming any benefits received for this same 5 year period.*

*I would like to make a request to the DWP for a written statement in a form of a letter or e-mail*

And

*I made an application for my daughter passport and HM Passport office asking for a statement from DWP showing that no benefits have been received for 5 years prior to my child's date of birth which is 14/09/2016 or written statement confirming any benefits received for this same 5 year period. How can I confirm that ? Can I receive a letter from the DWP with a confirmation pls?*

**DWP Response:**

Your local DWP office, usually a Jobcentre Plus office, will be able to provide you with a letter confirming whether or not you have received any DWP benefits; local offices can be found via the post coder checker:

<http://los.direct.gov.uk/default.aspx?type=1&lang=en>.

Full details of how to obtain information held about you by DWP 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>

For completeness, please note that personal information about you is treated as exempt information under section 40(1) of the Freedom of Information Act 2000 (FOIA). This is because you are normally entitled to a copy of the personal information that the Department holds about you under the Data Protection Act 1998 instead. By handling your request under the provisions of the Data Protection Act 1998, DWP are protecting your rights over your own personal information.

Requests for personal information are dealt with by Data Protection Officers within DWP. The timescale for handling requests under the Data Protection Act is 40 calendar days from receipt, although we do aim to respond as soon as possible.

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

Yours sincerely,

DWP Central Fol Team

---

#### **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@dwpgsi.gov.uk](mailto:freedom-of-information-request@dwpgsi.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