

Posthumous Applications Checklist

Please ensure that you submit the following documentation or information in support of your application.

For further information, please consult the relevant Application Guidance Notes on the Victims' Payments Board website.

Posthumous Applications Acting on behalf of someone who has passed away

A – Beneficiary (applicant) Details	
<input type="checkbox"/>	CERTIFIED COPY of the beneficiary's birth certificate*
<input type="checkbox"/>	CERTIFIED COPY of photographic identify of beneficiary*
<input type="checkbox"/>	CERTIFIED COPY of proof of name change since birth (if applicable*)
<input type="checkbox"/>	CERTIFIED COPY of proof of relationship between beneficiary and the deceased*
<input type="checkbox"/>	Documentary evidence of terminal illness / ill health (if applicable)
B - Acting on behalf of beneficiary (in addition to A above)	
<input type="checkbox"/>	Documentary evidence of authority to act on behalf of beneficiary
C – Deceased victim's details	
<input type="checkbox"/>	CERTIFIED COPY of the deceased's birth certificate*
<input type="checkbox"/>	CERTIFIED COPY of the deceased's death certificate*
<input type="checkbox"/>	CERTIFIED COPY of proof of name change since birth (if applicable*)
<input type="checkbox"/>	CERTIFIED COPY of deceased's will (if applicable*)
<input type="checkbox"/>	CERTIFIED COPY of grant of probate or letters of administration (if applicable*)
D - Other documentation / information	
<input type="checkbox"/>	Information currently held that can help verify the occurrence of the incident
<input type="checkbox"/>	Information currently held that can help verify the injuries sustained
<input type="checkbox"/>	Details of other compensation / on-going payments received in relation to the incident/ injuries sustained.

Please ensure that you have completed all relevant sections of the application form, including Incident Details, Injury Details and the Declaration.

*** The Victims' Payments Board will accept the following Photographic identification:**

- A UK, Irish or EEA driving licence (photographic part) (provisional accepted)
- A UK, Irish or EU passport
- A Translink Senior SmartPass
- A Translink War Disabled SmartPass
- An Electoral Identity Card
- A Translink 60+ SmartPass
- A Translink Blind Person's SmartPass

- *The photograph must be of a sufficient likeness to confirm the beneficiary's identity.*
- *The identity document may have a different address to that on the application form.*
- *The identity document must be current*

Birth/marriage/death certificates and photo ID documents must be certified by one of the following;

- Civil Servants
- Notary public
- Solicitor
- MLA/MP
- Doctor/Dentist/Pharmacist
- Police Officers
- Councillors
- Teachers
- Clergy
- Court of Judicature of NI
- Approved Welfare Support Officers working for the five organisations listed at Support Services
- Bank/Building Society Manager

IMPORTANT INFORMATION FOR THOSE CERTIFYING DOCUMENTS

The certifier should write on each copy document as below;

For photo ID documents

'Certified to be a true likeness of [full name] and is a true copy of the original seen by me'

For non-photo ID documents

Certified to be a true copy of the original seen by me'

- Print Name
- Occupation
- Badge No. /Employee Ref. No. / Other professional registration No. (as applicable)
- Address
- Tel No.
- Sign and date

Please note

- All certified documentation must be dated within 6 months of the date received.
- You cannot ask someone to certify your documentation if you are:
 - related to them by birth or marriage or
 - in a relationship with or live at the same address as them.

Should the Secretary of the Scheme have any concerns about the provenance of any of the above documents it must be referred to a judicial member of the Victims' Payments Board for further direction.

Date	Author	Version
September 2022	VPB Corporate Services	New v1.0