You can use this form to apply for the:

- Pregnancy and Baby Payment
- Early Learning Payment
- School Age Payment
- Best Start Foods

Once finished, return this form to:
Best Start Grant and Best Start Foods
PO Box 10300
DUNDEE
DD1 9FU

If you need a prepaid envelope, call us free on 0800 182 2222 and we’ll send you one.
Before you start

To complete this form, you’ll need:

- a due date, if you’re expecting a baby
- the dates of birth of any children you have
- your partner’s details, if you have a partner
- your bank details, unless your current benefits are not being paid into a bank account because you do not have one – if this is the case we can pay you Best Start Grant in the same way you’re being paid for other benefits.

You should also be able to give your National Insurance number. If you do not give your National Insurance number your payment could be delayed.

If you need to send a copy of a certificate or legal order

You should avoid sending original certificates and legal orders. It can take us up to two weeks to return anything you send. You can send your documents together with this form.

If you send your documents separately to Social Security Scotland, you need to clearly write some things on a piece of paper and send it to us with your document.

These things are:

- your full name
- date of birth
- National Insurance number
- the words ‘Best Start’, so we know what you’re applying for.

If you do not include these things, your payment could be delayed.

If you need any help

If you need help to apply for Best Start Grant or Best Start Foods, you can call us free on 0800 182 2222.

Your local Citizens Advice Bureau can also help with questions about benefits, or you can find out more about Best Start Grant and Best Start Foods by going to mygov.scot.
The three payments of Best Start Grant
Best Start Grant has three payments that you can apply for:
- the Pregnancy and Baby Payment
- the Early Learning Payment
- the School Age Payment.

1 Pregnancy and Baby Payment
You can apply for the Pregnancy and Baby Payment from 24 weeks pregnant. You have until your baby turns 6 months old to apply. This goes up to one year old if you’ve taken over looking after a child, such as if you’ve adopted.

You can apply whether a child is your first or not, as long as you apply when your baby is the right age. If you can get the Pregnancy and Baby Payment for your first child, you’ll be paid £600.

You’ll be paid £300 for any child that comes after your first.

If your baby was stillborn, or your baby died after they were born, you can apply up to six months after their birth date.

Best Start Grant and Best Start Foods
You can get Best Start Grant and Best Start Foods as long as:
- you have a child who’s the right age for a payment
- whether you’re in work or not, as long as you’re on certain payments or benefits.
- you’re the parent of a child, or the main person looking after a child

You can use Best Start Grant payments to help pay for things like a pram, childcare or toys for home learning, but because they’re all cash payments it’s up to you how you spend the money.

Best Start Foods is a prepaid card that you can use online and in shops to buy healthy food.

If you apply for twins and have no other children under 16

<table>
<thead>
<tr>
<th>Only if one of the babies is your first child</th>
<th>Your payment for 2nd twin</th>
<th>Extra payment for twins</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your first child is your oldest child under 16. Your first child can be a stepchild or a child you’ve taken over looking after, if they’re your oldest child under 16.</td>
<td></td>
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<tr>
<td>£600</td>
<td>£300</td>
<td>£300</td>
<td>£1200</td>
</tr>
</tbody>
</table>

If you apply for twins and have other children under 16

<table>
<thead>
<tr>
<th>Your payment for 1st twin</th>
<th>Your payment for 2nd twin</th>
<th>Extra payment for twins</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Your first child is your oldest child under 16. Your first child can be a stepchild or a child you’ve taken over looking after, if they’re your oldest child under 16.</td>
<td></td>
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<tr>
<td>£300</td>
<td>£300</td>
<td>£300</td>
<td>£900</td>
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</table>

If you have triplets, you’ll be paid an extra £300 on top of what you get for twins. £1500 if you do not have any other children under 16, £1200 if you do.
2 Early Learning Payment
You can apply once your child is two years old. You have until they turn three years and six months old to apply.

If you get the Early Learning Payment, you’ll be paid £250 for each child you can get the payment for. You can only be paid once for each child you look after.

You only need to fill in this form once to apply for the Best Start Grant and Best Start Foods payments you’re able to get at any one time.

If you need to apply for one payment now and another in a few months, fill in the form now and then fill in a new form when you’re ready to apply again.

3 School Age Payment
When you need to apply for the School Age Payment depends on when your child was born:

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<thead>
<tr>
<th>Your child’s date of birth</th>
<th>When you need to apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 1st March 2014 and 28th February 2015</td>
<td>Between 3rd June 2019 and 29th February 2020</td>
</tr>
<tr>
<td>Between 1st March 2015 and 29th February 2016</td>
<td>Between 1st June 2020 and 28th February 2021</td>
</tr>
</tbody>
</table>

You cannot apply outwith these dates.

If your child was born later than February 2016, you’ll be able to apply after May 2021. You cannot apply for the School Age Payment for a child born before 1st March 2014.

If you get the School Age Payment, you’ll get £250 for each child you can get the payment for.

Best Start Foods payments
You can apply for Best Start Foods when you’re pregnant, or any time up to your child turning three years old. This goes up to four years old for a child:

- who’s over two years old when you apply
- that you also get Healthy Start Vouchers for.

If you’re getting Healthy Start Vouchers for a child you apply for, you’ll be moved from Healthy Start Vouchers to Best Start Foods.

The payments of Best Start Foods are:

- £17 every four weeks during pregnancy
- £34 every four weeks from your child being born up until they’re a one year old
- £17 every four weeks between the ages of one and three.

If your child was between two and four years old when you applied, and you were getting Healthy Start Vouchers for them, you’ll be paid £17 every four weeks until they’re four years old.

You can find out more about how you can use your Best Start Foods by visiting the mygov.scot website.

What affects whether you can apply
If you’re under 18, you do not need to be on any payments or benefits to apply for Best Start Grant.

For Best Start Foods, you do not need to be on any payments or benefits to apply if you’re under 18 and your baby is under 1. For a child older than one, the rules are the same as they are for a parent who’s over 18.
If you’re a parent over 18
You can apply whether you’re in work or not, as long as you’re getting one of these:
- Child Tax Credit
- Universal Credit
- Income Support
- Pension Credit
- Working Tax Credit
- Housing Benefit
- income-based Jobseeker’s Allowance (JSA)
- income-related Employment and Support Allowance (ESA).

If you’re getting Child Benefit, you must still be getting one of the benefits or payments from this list to be able to get Best Start Grant or Best Start Foods.

Most people who get JSA or ESA get income-based JSA or income-related ESA. If you’re not sure which one you get, tell us the one you think you get when you’re asked in the form. We can check this for you.

For Best Start Grant, we do not need to know about your income. For Best Start Foods, some of the benefits have an income limit.

Best Start Foods and income limits
The benefits you need to be on to get Best Start Food are the same as Best Start Grant, but some of the benefits have an income limit.

The benefits that have an income limit are:
- Universal Credit – if you or your partner have a job, your joint income from working must be less than £610 a month, after tax and National Insurance – Universal Credit payments are not counted as part of this
- Child Tax Credit – you and your partner’s joint income must be less than £16,190
- Working Tax Credit – only counts if you also get full Child Tax Credit and your income is less than £7,320 per year
- Housing Benefit – the weekly income of you and your partner must be no more than £311.

If you’re 18 or 19 and do not get any benefits
You can still apply for Best Start Grant or Best Start Foods if your parent or carer gets one of these for you:
- Child Tax Credit
- Child Benefit
- Universal Credit child payments
- the child addition part of Pension Credit.

When you apply, you’ll need to enter your parent or carer’s details on page 12 of this form.

For the Pregnancy and Baby Payment and Best Start Foods, your parent, carer or a partner of your parent or carer can apply instead of you.

You can apply for Best Start Grant and Best Start Foods at any age. This includes if you’re under 16.

If you’re under 18
If you’re under 18, you do not need to be on any payments or benefits to get Best Start Grant.

For Best Start Foods, you do not need to be on any payments or benefits if you’re 18 and your child is under one. For a child older than one, the rules are the same as they are for a parent who’s over 18.

If you’re applying for the Early Learning Payment or the School Age Payment, you must apply yourself.
You can apply for the Pregnancy and Baby Payment in one of two ways:

- apply yourself
- someone else can apply for you as long as they get Child Benefit, Child Tax Credit, Universal Credit child payments or the child addition part of Pension Credit for you.

If you’re between 14 – 18 years old, you have the same choice when applying for Best Start Foods.

**If you’re under 14 and applying for Best Start Foods**

If you’re under 14, pregnant and want to apply for Best Start Foods, you’ll need to get your parent or carer to apply instead.

**If you’re not sure whether you’re the main person looking after a child**

You can apply if you’re the main person looking after a child. This includes if you’re the parent or carer of a child, such as if you’re:

- the child’s birth mother
- living with the birth mother and the two of you are a couple, married or civil partners
- a single father.

You can also apply if you’ve taken over looking after a child, such as if you’ve adopted or are a kinship carer.

You can apply for a child if you or your partner get one of these for the child:

- Child Tax Credit
- Child Benefit
- Universal Credit child payments
- child addition part of Pension Credit.

If you or your partner do not get any of these, you need to have a legal order that shows you look after the child. The type of legal order you need to have includes things like:

- a Parental Order
- a Kinship Care Order
- an Adoption Order
- a Compulsory Supervision order
- a Residence Order
- a Permanence Order.

You cannot apply for a child if they’re in residential care or you’re their foster carer. This is because it’s the role of your local council to provide support.
Tell us why you’re applying

If you tick one or more of these go to page 10

☐ I want to apply because me or my partner is pregnant
☐ I have at least one child under six years old
☐ My baby was born within the last six months and my baby died, or was stillborn
☐ I’ve taken over looking after a child – this includes kinship care and adoption

If you tick one of these go to page 8

☐ I have the legal right to act for someone and I’m filling in this form for them, such as if I’m their appointee or I have power of attorney
☐ I’m filling in this form on behalf of someone else and I would like to apply to be an appointee

If you tick this go to page 9

☐ I want to apply because I look after someone under 20 who’s pregnant or a young mother
You should fill in this section if you are someone who has the legal right to apply for someone else, or want to do that for someone who cannot manage their own affairs.

If you are from an organisation applying on someone’s behalf, fill in your organisation name and address in the address section.

If you are completing this form as part of your job, you do not have to fill in your National Insurance number.

You should fill in the rest of this form using the details of the person you’re applying for.
If you look after someone who’s under 20, you can apply for the Pregnancy and Baby Payment or Best Start Foods as long you get one of these for the person you look after:

- Child Tax Credit
- Child Benefit
- Universal Credit
- the child addition part of Pension Credit.

You can also apply if you have a legal order showing that you look after them.

Although you can still apply if you do not know their National Insurance (NI) number, it may take longer for us to work out whether you should get a payment if you do not put their NI number.

If you look after someone who’s under 20 and they’re either pregnant or a young mother

You cannot apply for the Early Learning Payment or School Age Payment for someone who’s under 20 and a young mother. They must apply themselves.

Please give us the details of the person you look after.

First name(s) ___________________________________________  

Last name ____________________________________________  

Date of birth D D M M Y Y Y Y  

National Insurance number, if they have one ____________________________  

Address ____________________________________________________________  

Postcode ____________________________________________________________  

Do you get Child Tax Credit, Child Benefit, Universal Credit child payments or the child addition part of Pension Credit for this person, or have a legal order showing that you look after them?  

Yes [ ] No [ ]

If no, you cannot apply. The person should apply themselves. If you need further help, call us free on 0800 182 2222.
### Your details

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If we need to send you a letter, do you want the letter sent to this address?

- [ ] Yes
- [ ] No

If no, tell us where you’d like letters sent:

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</table>
Do you have a partner who lives with you?
Yes [ ] No [ ]

If yes, please provide your partner’s details.
First name(s) __________________________

Last name __________________________

Date of birth D: [ ] M: [ ] Y: [ ] Y: [ ]

National Insurance number __________________________

Tell us which of these you or your partner get:

[ ] Child Tax Credit
[ ] Universal Credit
[ ] Income Support
[ ] Housing Benefit
[ ] Working Tax Credit
[ ] Pension Credit
[ ] Income-based Job Seeker’s Allowance
[ ] Income-related Employment and Support Allowance
[ ] None of the above
If you’re 18 or 19 and do not get any benefits

Please give us the details of your parent or carer.

First name(s)  
Last name  
Date of birth  
National Insurance number, if they have one  

Does this person get Child Tax Credit, Child Benefit, Universal Credit child payments or the child addition part of Pension Credit for you?  
Yes  No  

If no, you cannot apply at the moment with these details. If you need further help, call us free on 0800 182 2222.

Although you can still apply if you do not know their National Insurance (NI) number, it may take longer for us to work out whether you should get a payment if you do not put their NI number.

If you’re 18 or 19 and do not get benefits, you can apply as long as your parent or carer gets one of these for you:
- Child Tax Credit
- Child Benefit
- Universal Credit
- the child addition part of Pension Credit.

Just give us the details of your parent or carer.
Baby’s details

You only need to fill in this section if you’re applying for Best Start Grant or Best Start Foods for any of these reasons:

- a pregnancy
- a birth in the last six months
- you’ve taken over looking after a baby under one.

If none of these apply to you, go to page 16.

Part A – If the baby’s not been born

What is the due date? 

How many babies are you expecting?

Part B – If you have a baby under six months old

Please tell us your baby’s name and details.

First name(s)

Last name

Date of birth

Do you get Child Tax Credit, Child Benefit, Universal Credit child payments or the child addition part of Pension Credit for this child?

Yes  No

If the baby has a twin, give their details:

First name(s)

Last name

Date of birth

Do you get Child Tax Credit, Child Benefit, Universal Credit child payments or the child addition part of Pension Credit for this child?

Yes  No

If you’ve had your 12 week scan, your GP or midwife should have told you your due date. Please tell us this date.

If you’ve not had your 12 week scan, just enter a date around the time you think you might give birth. Don’t worry, this does not need to be exact.

If you’re pregnant and haven’t told a GP or midwife, you should do this as soon as you can. This is so you can get the right type of care leading up to the birth of your baby. If you do not have a GP, you can find your nearest GP online at nhsinform.scot. If you’re worried and need advice over the phone, you can call NHS 24 on 111.
**Part C – If your baby has died**

Please tell us your baby’s details.

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<th>First name(s)</th>
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<th>Date of birth</th>
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If you need to tell us about a twin who’s also died, please give us their details:

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<th>First name(s)</th>
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<tr>
<th>Date of death</th>
<th>D D M M Y Y Y Y</th>
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**Part D – If you’ve taken over looking after a child under one year old**

Please tell us the child’s name and details.

<table>
<thead>
<tr>
<th>First name(s)</th>
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<th>Last name</th>
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<tr>
<th>Date of birth</th>
<th>D D M M Y Y Y Y</th>
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</table>

**Do you get Child Tax Credit, Child Benefit, Universal Credit child payments or the child addition part of Pension Credit for this child?**

Yes [ ] No [ ]

If no, you need to send a copy of the legal order that says you look after this child.
If you filled in parts A, B or C of ‘Baby’s details’

Can we use Baby Box to confirm the baby’s details you’ve given us?

Yes ☐ No ☐ I did not sign up for Baby Box ☐

If no, or you did not sign up for Baby Box, you’ll need to send a copy of something that confirms the details you’ve given us. This can be a copy of a:

- maternity B1 (MATB1) certificate – if you do not have this, you can contact your midwife
- birth certificate, if your baby’s already been born
- death certificate, if your baby has died.

If you were not the person who signed up for Baby Box, give the details of the person who did:

First name(s)

Last name

Date of birth D D M M Y Y Y Y

National Insurance number

Address

Postcode

You do not need to fill in this section:
- for any babies you told us about in part D
- if you’re only applying for Best Start Foods.

You do not need to send in one of these certificates if you’re only applying for Best Start Foods.
Children under 16

We need to know about all your children aged under 16. If you have more than three children under 16 and run out of space, you can add the details of your other children in the ‘If you think there’s anything else we need to know’ section on page 19.

<table>
<thead>
<tr>
<th>First name(s)</th>
<th>Last name</th>
<th>Date of birth</th>
<th>Do you get Child Tax Credit, Child Benefit, Universal Credit child payments or the child addition part of Pension Credit for this child?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Yes</strong> □ <strong>No</strong> □</td>
</tr>
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</table>

If you ticked ‘No’, you need to send a copy of the legal order that says you look after this child.

Legal orders can include things like an Adoption Order, Kinship Care Order or any type of legal order that says you’re a child’s carer.

You should only send a copy of the legal order, not the original.
If we need to contact you

Your phone number

Is this phone a: mobile ☐ landline ☐

I do not have a phone number I can give you ☐

If you’ve given us a mobile number, would you like us to send you a text to let you know when we’ve got your form?

Yes ☐ No ☐

How would you like us to contact you if we need to ask you a question?
Select only one option.

☐ Phone call
☐ Phone call in a different language (please tell us which language)

☐ Video call, if you use British Sign Language
☐ Letter

As well as a letter in English, tick the box of any other type of letter you need to be sent:

☐ Braille (English only)
☐ Large print
☐ Easy read
☐ Audio
☐ A letter in a language other than English

Please tell us which language:

☐ I do not need to be sent any of these
Payment details

Give details of the bank, building society or credit union account you want Best Start Grant paid into.

Name on account

Sort code

Account number

Building society or credit union reference number (you only need to fill this in if your account has one)

If you’ve agreed another way to be paid with the DWP because you do not have a bank account

You can be paid the Best Start Grant in the same way you’re being paid for other benefits.

☐ I do not have a bank account and I want to be paid Best Start Grant in the same way I’ve agreed to be paid for other benefits.
Things you need to agree before you apply

Tick the boxes to show that you’ve read and agree with the statements:

I declare that my current benefit claim is correct, complete and up to date as far as I know and believe. ☐

As far as I know and believe, I declare that the information I have given in this form is correct and complete. ☐

I understand that I may be prosecuted if I provide details that are neither complete nor correct. I also understand money may be taken back from me if I’m paid too much. ☐

I agree to update Social Security Scotland if any of the details given in this form change. ☐

Your signature

Return this form and any supporting evidence to:

Best Start Grant and Best Start Foods
PO Box 10300
DUNDEE
DD1 9FU

If you need a prepaid envelope, call us free on 0800 182 2222 and we’ll send you one.

What happens next
If you’ve asked for one, we’ll send you a text message when we’ve got your form to let you know it’s arrived.

Within 14 days of getting your form we’ll either:

● send you a letter telling you whether you’re going to be paid Best Start Grant or Best Start Foods
● contact you if we need to ask you any questions about your form.

● If you’re getting a Best Start Grant payment, this should be paid into your chosen account within 14-21 days of sending this form. If you’re getting a Best Start Foods card, you should get this card within six weeks of sending this form.
If you think there’s anything else we need to know

You only need to add something if you think there’s anything we haven’t covered in the form that we need to know.
Privacy notice

You and your data

Our privacy notice explains your rights under the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). It describes the type of information we may hold on you, how it may be processed and who we might share it with.

Personal data (which we will call ‘data’ throughout the rest of this notice) means any information about an individual from which that person can be identified.

Social Security Scotland processes lots of data to do our job. We manage your personal data to deliver a number of social security benefits outlined in the Social Security (Scotland) Act 2018. We are committed to protecting and respecting your privacy.

Social Security Scotland is registered with the Information Commissioner (registration number Z4857137) under Scottish Ministers, to handle your data.

If you want to know more about how Social Security Scotland use your data, you can read our full privacy notice online: mygov.scot/social-security-data
If there’s something else you need help with, or you want this form in other formats, call us free on 0800 182 2222.
Please complete the following form and return it with your Best Start Grant and Best Start Foods application.
Equalities Survey

This is a survey where we will ask you information about yourself. **You should return this form alongside your application.** Your answers to these questions will not affect the decision we make and will not be seen by anyone making decisions about your application.

The information that you give in this Equalities Survey will be used to help us understand who is using our services and to find out if any groups of people are having a different experience when dealing with us. If they are, we will make changes to the application process to make sure that everyone who applies is treated with dignity and respect.

We will use some information, your post code and date of birth, to link to the outcome of your application. This will help us to see if there are any patterns in application outcomes for different groups of people.

**Please remember that you should answer the questions about yourself and not anyone you are applying on behalf of. You can respond 'prefer not to say' at any time, for any question in this survey.**

For each question, please place a cross in the box/boxes next to the answer that is accurate for you.

For more information about how Social Security Scotland uses your data, you can read our privacy notice at mygov.scot/social-security-data.

Once finished, return this form in the pre-paid envelope alongside your application. If you do not have this envelope, call us free us on 0800 182 2222 and we'll send you a new one.
1 About you - This allows us to check if there are any patterns in application outcomes for different groups of people.

What is your date of birth?  
What is your post code?  

2 What is your ethnic group?
Choose ONE section from A to F, then tick ONE box which best describes your ethnic group or background

A – White
1  [ ] Scottish  2  [ ] Other British  3  [ ] Irish  4  [ ] Gypsy/Traveller  5  [ ] Polish
6  [ ] Other white ethnic group, please write in

B – Mixed or multiple ethnic groups
7  [ ] Any mixed or multiple ethnic groups, please write in

C – Asian, Asian Scottish or Asian British
8  [ ] Pakistani, Pakistani Scottish, or Pakistani British
9  [ ] Indian, Indian Scottish, or Indian British
10 [ ] Bangladeshi, Bangladeshi Scottish, or Bangladeshi British
11 [ ] Chinese, Chinese Scottish, or Chinese British
12 [ ] Other, please write in

D – African
13 [ ] African, African Scottish or African British
14 [ ] Other, please write in

E – Caribbean or Black
15 [ ] Caribbean, Caribbean Scottish, or Caribbean British
16 [ ] Black, Black Scottish, or Black British
17 [ ] Other, please write in

F – Other ethnic group
18 [ ] Arab, Arab Scottish or Arab British
19 [ ] Other, please write in

20 [ ] Prefer not to say
3 How would you describe your gender identity?

1 ☐ Man
2 ☐ Woman
3 ☐ In another way (if you would like to, please tell us what other words you would use)

☐ Prefer not to say

4 Do you consider yourself to be a trans person? (‘Trans’ is a term used to describe people whose gender is not the same as the sex they were assigned at birth.)

1 ☐ Yes  2 ☐ No

3 ☐ Prefer not to say

5 Do you have a physical or mental health condition or illness lasting or expected to last 12 months or more?

1 ☐ Yes  2 ☐ No

3 ☐ Prefer not to say

6 If yes, does this condition or illness affect you in any of the following areas? (select ALL that apply):

1 ☐ Vision (for example blindness or partial sight)
2 ☐ Hearing (for example deafness or partial hearing)
3 ☐ Mobility (for example walking short distances or climbing stairs)
4 ☐ Dexterity (for example lifting or carrying objects, using a keyboard)
5 ☐ Learning or understanding or concentrating
6 ☐ Memory
7 ☐ Stamina or breathing or fatigue
8 ☐ Socially or behaviourally (for example associated with Autism, Attention Deficit Disorder or Asperger’s Syndrome)
9 ☐ None of the above
10 ☐ Other (please specify)

11 ☐ Prefer not to say
7 Which of the following best describes how you think of yourself?

1 ☐ Heterosexual/Straight  2 ☐ Gay/Lesbian  3 ☐ Bisexual

4 ☐ In another way (please write in)  

5 ☐ Prefer not to say

8 What religion, religious denomination or body do you belong to?

1 ☐ None  2 ☐ Church of Scotland  3 ☐ Roman Catholic  4 ☐ Other Christian

5 ☐ Muslim  6 ☐ Buddhist  7 ☐ Sikh  8 ☐ Jewish

9 ☐ Hindu  10 ☐ Pagan

11 ☐ Another religion (please write in)  

12 ☐ Prefer not to say

About your experience with Social Security Scotland

The following questions are optional. **It would help us if you could complete them** so we know how you’ve found this service so far. You can skip this section if you do not wish to rate the service and provide some feedback.

9 How would you rate your experience of applying?

1 ☐ 1 – Very good  2 ☐ 2 – Good  3 ☐ 3 – Neither poor nor good

4 ☐ 4 – Poor  5 ☐ 5 – Very poor

10 If you have any other feedback for us, you can write it in the box below

You can use this space to tell us what you liked about this application form, or if you think there is anything we could do to improve it.