



When to use this form

Use this form if you need confirmation of your employment history to make a claim for compensation.
Please give us the information we need to allow us to provide you with a quicker response to your enquiry.

How to fill in this form

Please use capital letters and write clearly in black ink.
If you need help to fill in this form phone Record Retrieval Services on **03000 552 292**.

Claimant's details

Full name

Date of birth DD MM YYYY

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National Insurance number

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Nature of claim

Please give brief details in the relevant box provided

Industrial injury (for example, asbestosis, industrial deafness)	
Personal injury (for example, road traffic accident or fall)	
Medical negligence	
Other (please specify)	

Please provide medical evidence where appropriate.

Claimant's employment history

Please tell us the years that you need the employment history to cover
For example, Start date 1998 and End date 2005.

Start date YYYY

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End date YYYY

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What to do now

If you are making a compensation claim through your solicitor, please enter your solicitors reference number in the box below and send the form to them in support of your application.

Your solicitors reference

State the full name of any employers you have worked for
For example, British Gas

State the year(s) you worked for each employer
YYYY to YYYY
For example, 1999 to 2007

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If you are applying for your own employment history in support of a potential compensation claim, please fill in and send this form along with your covering letter to:

HM Revenue & Customs
National Insurance Contributions & Employer Office
Record Retrieval Service
Room BP8003, Tynemouth House
Benton Park View
NEWCASTLE UPON TYNE
NE98 1ZZ.

Because of high demand, we are unable to acknowledge requests for employment histories.