



# Police Pension Scheme

## 1. Personal Details - Please complete this section in all cases

Title, Surname

National Insurance number

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Date of Birth

First Name(s)

Relationship Status: Single/ Married/ Civil Partnership/ Divorced/ Dissolved Civil Partnership/Widow(er)/Cohabiting  
(Please circle as appropriate)

## 2. Current Employment - Please complete this section in all cases

City Police  
Start Date

Warrant No.

## 3. Previous Police Pension Scheme membership

If you have previously been a member of the Police Pension Scheme please provide details of your previous service below:

Previous Force	Date from	Date to

## 4. Previous pension rights in a non-police pension scheme

If you have accrued pension benefits in a pension arrangement that is not the Police Pension Scheme it may be possible to transfer those benefits into the Scheme. If you wish to investigate this option please contact the Pensions Office and request the necessary form.

Once the form has been completed and returned the Pensions Office will be authorised to investigate the transfer on your behalf. Completion of the form does not commit you to proceeding with a transfer.

If you have more than one previous pension arrangement you should copy the form, as necessary.

## 5. Survivor Benefits

When you die, your 'survivors' may be entitled to receive benefits.

For the purposes of the Police Pension Scheme 1987, 'survivors' means a spouse or civil partner and eligible children.

If you are a member of either the Police Pension Scheme 2006 or the Police Pension Scheme 2015 'survivor' means spouse, civil partner, eligible children and declared partners. A declared partner is someone with whom you have a long term relationship but to whom you are not married nor with whom you have formed a civil partnership. For a declared partner to be recognised by the Scheme you and your partner must complete a joint declaration form to confirm that certain criteria are met.

Declared partner forms are available from the Pensions Office.

## 6. Death Grant – Expression of Wish

Should you die in service whilst an active member of the Police Pension Scheme there may be a lump sum death grant payable.

If you are a member of the Police Pension Scheme 1987 this payment must be made to your spouse / civil partner. If you are not married or in a civil partnership at the date of death the payment must be made to your personal representatives to form part of your estate.

If you are a member of either the Police Pension Scheme 2006 or the Police Pension Scheme 2015 it may be possible to nominate a beneficiary to receive the lump sum death grant. If you are married, in a civil partnership or have a declared partner then any payment must be made to your spouse / civil partner / declared partner. However, if none of these apply you can nominate a person (or people) to receive the payment by completing an 'Expression of Wish' nomination form which is available from the Pensions Office.

## 7. Annual statement of entitlement

You will be issued with a benefit statement each year showing the pension benefits you have built up in the Police Pension Scheme.

## 8. Further information about the Police Pension Scheme

Membership of the Scheme is automatic but it is not compulsory; if you do not wish to be a member of the scheme (or decide at some later date that you do not wish to be a member), you can obtain an opting out form from the Pensions Office. Please note however, that you cannot sign and date the opting out form until, at the earliest, the first day of membership of the scheme.

Further information regarding the Police Pension Scheme can be found at <https://www.gov.uk/government/collections/police-pension-schemes>

I confirm that I have read the contents of this form.

Signed:

Date:

If you have any queries please contact the Pensions Office, City of London, PO Box 270, Guildhall, London, EC2P 2EJ; ☎ 020 7332 1132 / 3312 ✉ [policepensions@cityoflondon.gov.uk](mailto:policepensions@cityoflondon.gov.uk)