



## Windrush Compensation Claim Readiness Checklist

This Claim Readiness Checklist is designed by Greatway Foundation, a recipient of the Windrush Compensation Advocacy Support Fund (WCASF), to help applicants prepare before submitting a Windrush Compensation Scheme claim to the Home Office.

Use this checklist to:

- Confirm your eligibility
- Gather and organise your documents
- Prepare your personal story
- Avoid common mistakes
- Know where to get trusted help

### Eligibility Checklist

- ☐ I arrived in the UK before 1988.
- ☐ I am the child or grandchild of someone from the Windrush generation.
- ☐ I lost employment, housing, or access to services because I could not prove my legal status.
- ☐ I was detained, threatened with deportation, or denied public services.
- ☐ I have experienced emotional or psychological distress linked to these events.
- ☐ I have not already received a Windrush compensation payment.

### Document & Evidence Checklist

Gather as many of the following as you can.

#### Identity and Residence

- ☐ Passport, birth certificate, or national ID
- ☐ NHS registration, school or employment records
- ☐ Utility bills, rent agreements, or council tax statements

☐ Letters from the Home Office or immigration authorities

## **Employment and Income**

☐ Payslips, P45s, or employment contracts

☐ Tax records (HMRC), P60s, or bank statements

☐ Letters about job loss or denied employment

## **Impact and Personal Story**

☐ Written personal statement (how this affected your life)

☐ Medical or counselling records (if applicable)

☐ Letters of support from employers, faith or community leaders, friends, or family

## **Step-by-Step Preparation Guide**

| Step | Task                                                              | Completed |
|------|-------------------------------------------------------------------|-----------|
| 1    | Read the official Windrush Compensation Scheme guidance on GOV.UK |           |
| 2    | Review your eligibility and gather evidence                       |           |
| 3    | Write a brief personal statement                                  |           |
| 4    | Contact Greatway Foundation for advocacy support                  |           |
| 5    | Review your completed documents with an advocate                  |           |
| 6    | Submit your claim to the Home Office                              |           |
| 7    | Keep copies of all documents and correspondence                   |           |

## Common Mistakes to Avoid

- Submitting incomplete or missing evidence
- Forgetting to include emotional or mental health impacts
- Losing track of documents already sent
- Waiting too long before seeking advice
- Assuming you must do it alone

## Support and Next Steps

Contact Greatway Foundation for help with:

- Checking your eligibility
- Understanding the claims process
- Gathering or verifying documents
- Writing your personal impact statement
- Booking one-to-one support with an advocate

Email: [info@greatwayfoundation.org.uk](mailto:info@greatwayfoundation.org.uk)

Phone: +44 7904 416687

Website: [www.greatwayfoundation.org.uk/Windrush](http://www.greatwayfoundation.org.uk/Windrush)

## Notes

Use this space to jot down questions or reminders:

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