



**i** Please read the notes that came with this form before you fill it in.

They will give you more information about Child Benefit and help you to fill in this claim form.

Please make sure you

- answer all the questions on this form that apply to you, and your partner if you have one
- give us details of an account into which we can pay your Child Benefit
- send us all the documents we ask for.

If you do not, it may take longer to pay you Child Benefit, or we may not be able to pay you at all.

## PART 1 PERSONAL DETAILS

National Insurance number.

See notes, page 9

If you **do not know** your National Insurance number, have you ever had one or used one at any time?

No

Yes

Title, enter MRS, MISS, MS, MR or other title

Surname or family name

First name(s)

All other surnames or family names you have been known by. Please include maiden name, all former married names and all changes of family name.

Date of birth

Address (including postcode)

If you, or your partner if you have one, are a UK Crown Servant posted overseas, enter one of the following:

- your full BFPO address or
- an address care of a member of HM Armed Forces unit or
- for civil servants, your employing department's address.

Postcode

For office use 1

Have you claimed Child Benefit before?

No

Yes  Please tell us the Child Benefit number we gave you

You can find this on letters we have sent you. If you cannot find the number do not delay sending this form back to us.

Are you getting any Child Benefit now?

No

Yes  Please tell us the full name of the eldest child you are getting Child Benefit for

What is this child's date of birth?

Daytime phone number

What is this number?

Home
  Work
  Mobile
  Fax

Please tell us your last two addresses

  
  
  

**Postcode**

  
  
  

**Postcode**

Please tell us your marital status  
See notes, page 11

Single
  Living with a partner  
 Married
  Separated  
 Widowed
  Divorced

Do you usually live in the United Kingdom?

You usually live in the UK, if:

- you live in the UK or
- you have recently come to the UK but intend to live here continuously or
- you are a UK Crown Servant posted overseas.

See notes, page 10

No  If No, please tell us the name of the country you usually live in

Yes  If you came to live in the UK within the last 3 months, please tell us when you arrived

D	D	M	M	Y	Y
---	---	---	---	---	---

What is your nationality?

Are you subject to immigration control?  
See notes, page 10

No   
Yes

Have you been granted your current immigration status in the last 3 months?

No   
Yes  If Yes, on what date was your immigration status granted?

D	D	M	M	Y	Y
---	---	---	---	---	---

What is your Home Office reference number?

Are you, or your partner if you have one, a UK Crown Servant posted overseas?

No   
Yes

For office use 2

In the last 3 months, were you or your partner employed in Switzerland or a country in the European Economic Area (not including the UK)? See notes, page 10.

No   
 Yes

Are you or your partner currently employed in Switzerland or a country in the European Economic Area (not including the UK)? See notes, page 10

No   
 Yes

In the last 3 months, did you or your partner receive a benefit from Switzerland or a country in the European Economic Area (not including the UK)? See notes, page 10

No   
 Yes

Are you or your partner currently receiving benefit from Switzerland or a country in the European Economic Area (not including the UK)? See notes, page 10

No   
 Yes

**PART 2 PARTNER'S DETAILS**

**i** If you are married or living with a partner, read the notes on pages 11 and 17 to 21 to help you decide who should claim Child Benefit. They tell you about protecting your Basic State Pension if you give up work to care for a child.

Do you have a partner? See notes, page 11

No  **Go to Part 3**  
 Yes  Please answer the questions below

What is your partner's nationality

Is your partner:  
 • already getting, or  
 • waiting to hear if they can get Child Benefit for any children?

No  **Go to Part 3**  
 Yes  Give details below

Your partner's name (in full)

Your partner's National Insurance number

Your partner's Child Benefit number **C H B**

Full name of the **eldest child** your partner gets Child Benefit for (or is waiting to hear about Child Benefit for) See notes, page 4

What is this child's date of birth?

**i** Please tell us about the children you want to claim for now. Do not tell us about any children you already get Child Benefit for. Please write the name exactly as shown on the child's birth or adoption certificate. If you want to claim for more than 4 children, use the space in Part 6 to tell us about them.

**1st CHILD**

Surname

Other name(s)

Sex Male  Female

Date of birth

For office use 3

**2nd CHILD**

Surname

Other name(s)

Sex Male  Female

Date of birth

For office use 4

**3rd CHILD**

Surname

Other name(s)

Sex Male  Female

Date of birth

For office use 5

**4th CHILD**

Surname

Other name(s)

Sex Male  Female

Date of birth

For office use 6

**We need to see the original:**

- birth certificate, or
- adoption certificate

for each child in this claim.

**Do not send photocopies.**

If you have, or someone else has, received Child Benefit for the child in the past, do not send us the birth certificate.

Please tell us how many certificates you are sending with this form. If you cannot send any certificates with the form please tell us why in Part 6

How many birth certificates?

How many adoption certificates?

Make sure we have the right address to return the documents you sent us. If we cannot return your documents to you (for example, you move without telling us your new address) we will hold them for a limited time before we destroy them. **If we believe that any of the original documents you send us are not genuine, we may keep them.**

**Has anyone else ever claimed Child Benefit for any of the children you want to claim for?**  
See notes, page 12

No

Yes  If yes, please tell us about the person who made the claim

The full name of the person who claimed (if you know it)

The address of the person who made the claim (if you know it)

Postcode

The Child Benefit number (if you know it)

C	H	B										
---	---	---	--	--	--	--	--	--	--	--	--	--

**Have any of the children you want to claim for used a different name**

- from the one they have now, or
- from the one shown on their birth or adoption certificate?

No

Yes  If Yes, please tell us the child's current name and previous name

Child's name
Previous name

Child's name
Previous name

Child's name
Previous name

Child's name
Previous name

**Are any of the children you want to claim for living at a different address to yours?**  
**Please note**, this includes children living outside the UK, even if they are living with another family member.  
See notes, page 12

No

Yes  If Yes, please tell us the names of the children


For office use 7

**For Child Benefit Office use only - not for completion by DWP offices or HMRC Enquiry Centres - birth certificates extraction**

	Signature 1	Name in capitals	Signature 2	Name in capitals	Date
Child 1					
Child 2					
Child 3					
Child 4					

Have any of the children you want to claim for lived at a different address to yours in the last 3 months?

**Please note**, this includes children who have lived outside the UK, even if they were living with another family member.

No

Yes  If Yes, please tell us their names and the date they came to live with you

D	D	M	M	Y	Y
---	---	---	---	---	---

D	D	M	M	Y	Y
---	---	---	---	---	---

D	D	M	M	Y	Y
---	---	---	---	---	---

D	D	M	M	Y	Y
---	---	---	---	---	---

Are you including any children on this claim that are not your own?

See notes, page 12

**Please note**, stepchildren and children you have legally adopted count as your own.

No  Go to Part 5, page 8

Yes  Go to Part 4, page 7

For office use 8

For office use 9

Are you planning to adopt any of the children?

No

Yes  If yes, please tell us the names of the children you plan to adopt and then go to **Part 5, page 8**


If any of the children you want to claim for:

- are not your own, and
- you are not planning to adopt them

**please tell us**

- the child's name,
- any previous surname (if you know it)
- the mother's name (if you know it)
- the father's name (if you know it)

**This will help us deal with your claim more quickly.**

Child's name
Previous surname
Mother's name
Father's name

Child's name
Previous surname
Mother's name
Father's name

Child's name
Previous surname
Mother's name
Father's name

Child's name
Previous surname
Mother's name
Father's name

**i** We pay your Child Benefit directly into a bank, building society or Post Office® card account.

You can use an account held by you or your partner or somebody who is acting on your behalf. We cannot pay Child Benefit into an account held in a child's name or an account that is in your name and a child's name.

- You can use an existing account or open a new one.
- If you are unable to open an account, please contact us.

**Please read the notes on pages 13 to 16 before completing the rest of this form.**

Are you already getting Child Benefit?

No

Yes  If Yes, please tick the statement that applies to you

I am paid direct into an account  **Go to Part 6**

I want my Child Benefit paid direct into an account  **Go to page 9** to give account details

I am unable to open an account  We will contact you about this. **Go to Part 6**

Are you:

- claiming Child Benefit for the first time, or
- claiming again after Child Benefit has stopped?

No

Yes  If Yes, please tick the statement that applies to you

I want my Child Benefit paid direct into an account  **Go to page 9** to give account details

I want more information about opening an account  We will contact you about this. **Go to Part 6**

I have applied (or, I am going to apply) for an account, but do not yet have account details  We will contact you about this. **Go to Part 6**

I am unable to open an account  We will contact you about this. **Go to Part 6**

**Account name**

Your Child Benefit can be paid into a

- bank account or Post Office® card account,
- Alliance & Leicester account,
- building society account, or
- National Savings account.

We need to know whether the account is in your name.

The account is:

- in your name
- in your partner's name
- in the name of both yourself and your partner
- in the name of someone acting on your behalf
- in the names of both yourself and someone acting on your behalf.

**What name or names is the account in?**

**Please note**, if the account includes the name of someone acting on your behalf, you are confirming that they will use the money in the way you tell them to.

For office use 10

 

**i** Please tick the box against the type of account you want your Child Benefit paid into. Then fill in the account details. You will find your account details on your statements or you can get these from your bank or building society.

For office use 11

**BANK account or Post Office® card account**

Name of bank (for Post Office® card accounts write 'Post Office')

Branch name

Address

  
  


**Postcode**

Sort code

 

Account number



**ALLIANCE & LEICESTER current account - not a deposit account.**

Account number

**BUILDING SOCIETY savings account or cheque account - not a mortgage account or business account.**

Name of building society

Sort code

 

Building society roll or account number

Type of account

For office use 12

 

**NATIONAL SAVINGS BANK investment account - not an ordinary account.**

Account number

For office use - For completion of supp. claims only  
Corres End of case

Yes 1  
No 2



**You must sign this claim form to receive Child Benefit. Your claim will be delayed if you do not sign this form.**

I declare that the information I have given on this form is correct and complete.

I declare that I have read and understood that by claiming Child Benefit I may also get Home Responsibilities Protection, as explained on pages 17 to 21 of the notes.

I declare that I have read and understood the conditions applying to payment by direct payment which are on pages 13 to 16 of the notes.

I understand that if I give information which I know is incorrect or incomplete, action may be taken against me.

This is my claim for Child Benefit.

#### Signature

#### Date

D	D	M	M	Y	Y
---	---	---	---	---	---

- 1 **Check** that you have answered all the questions that apply to you
- 2 **Check** that you have signed the form at Part 7
- 3 **Enclose** the children's original birth certificates or adoption certificates **with this form**.  
**Do not send photocopies**
- 4 **Check** that you have completed the address label that came with this pack

Send everything to the Child Benefit Office.

#### Payment of any Child Benefit may be delayed if:

- you do not answer **all the questions** that apply to you, and to your partner if you have one
- you do not send us **all the documents** we ask for.

If you need help or more information please contact us as soon as possible. See notes, pages 6 and 7.

#### What will happen next

We will return the birth or adoption certificate(s) to you within 4 weeks. If you have not received it back by then, you should contact us to make sure we have your claim. See notes, pages 6 and 7.

Make sure that you keep the Notes in a safe place for future reference.

When we have dealt with your claim, we will write to tell you if you can get Child Benefit, and if so how much will be paid.

#### Remember

Child Benefit can only be backdated for up to **3 months** from the date we receive your claim.  
**If you delay in sending us your claim you may lose money.**

Date claim received

Claims section

	Corres	Child traced	CLI	End of case
YES 1				
NO 2				

Details of traced children

CHB number

Child(ren)

CHB number

Child(ren)

Birth certificates/Adoption certificates/  
Other documents returned by

hand

post

recorded delivery

registered mail

Date

Initials

Test check

Officer's name stamp

Date

CBOL

CBIX

DCI

CAPS

Record of phone call on

Identity check

	Yes	No
Customer's full name and address	<input type="checkbox"/>	<input type="checkbox"/>
Customer's date of birth	<input type="checkbox"/>	<input type="checkbox"/>
Any children's full name and date of birth	<input type="checkbox"/>	<input type="checkbox"/>
Partner's name	<input type="checkbox"/>	<input type="checkbox"/>

Details of conversation

Name