

Claim No. Stamp and date of receipt

CHILD WELFARE GRANT - NOTIFICATION OF CHANGE OF CIRCUMSTANCES

Complete Part 1 and whichever of Parts 2 to 5 that applies to the change of circumstances you are reporting and return the form to our offices at 79/80 Harbour's Walk, The New Harbours. (Advice will be given, if desired, by the Department of Social Security.)

PART 1 - PLEASE USE CAPITAL LETTERS

Reference No. CWG	Mr/Mrs/Ms
Full Name	
Address	

<u> PART 2 – BIRTH</u>

The following child/ren has (have) been born into my family:

Surname of child/ren	First name of child/ren	Date of birth of child/ren

• Please submit birth certificate

PART 3 - DEATH

The following death has occurred:

Full name of deceased person	
Date of birth	
Date of death	

• Please submit death certificate

PART 4 - MARRIAGE OR CIVIL PARTNERSHIP

I have married or entered into a civil partnership with:

Full name of spouse or civil partner	
Date of marriage or civil partnership	

• Please submit marriage certificate or civil partnership certificate

PART 5 - OTHER CHANGES

Full name of child/person concerned	
Date of birth of child/person concerned	
Details of change	

DECLARATION BY PARENT OR GUARDIAN

I declare that the information I have given on this form is correct and I understand that if there are any other changes in circumstances, I <u>must</u> inform the Department of Social Security. Failure to do so may render me liable to legal proceedings.

SIGNATURE OF PARENT/GUARDIAN	DATE

How we collect and use information

The Department of Social Security collects information for the purposes of dealing with social security benefits and other non-contributory benefits. The information we collect about you depends on the reason for your business with us, but we may use the information for any of these purposes.

We may check information about you with other information we have. We may get information about you from other people and certain other organisations. We may give information to certain other organisations, as the law allows, to:

- check the accuracy of information;
- prevent or detect crime;
- protect public funds in other ways; and
- use in research or statistics.

These other organisations include other government departments, local authorities, and private sector bodies such as banks and organisations that may lend you money. We will not give information about you to anyone outside our department unless the law allows us to.

The Department of Social Security is the data controller for the purposes of the Data Protection Act.