



Claim No.
Stamp and date of receipt

Claim for Guardian's Allowance

1. This claim should be submitted as soon as possible, as any delays may result in loss of benefit.
 2. When claiming for Guardian's Allowance you must produce the children's birth certificates and their deceased parents' death certificates.
 3. If you are married or in a civil partnership, you must produce your marriage certificate or civil partner certificate.
 4. If any of the documents are not readily available, please do not delay in submitting your claim.
 5. This form, when completed, must be returned without delay, to the Department of Social Security.
-

Part 1 : Particulars of claimant

Full name

Maiden name (if applicable)

Address

E-mail address

Part 1 : Particulars of claimant(continued)

Daytime phone number

Date of birth

Place of birth

Nationality

Tax reference number

ID card number

What is your current marital or civil partnership status?

Single

Go to Part 3

Married or civil partner

Divorced or civil partnership dissolved

Marriage or civil partnership annulled

Separated

Widowed or surviving civil partner

Part 2 : Particulars of spouse or civil partner

Full name

Maiden name (if applicable)

Address

Date of birth

Place of birth

Nationality

Tax reference number

ID card number

Date of marriage or civil partnership

Date of divorce, annulment or civil partnership final dissolution (if applicable)

Part 3 : Particulars of child

Full name

Date of birth

Has this child ever been legally adopted? No

Yes If you answered **Yes**, tell us who adopted them. Please send us the adoption certificate or any other information you have

What is your relationship to the child?

When did you become responsible for this child?

Has the child lived with you or been maintained by you throughout the last six months? No

Yes

Does any other person contribute towards the child's maintenance? No

Yes

If you answered **Yes**, please state the name of the person who contributes towards the child's maintenance

Are you, or is anyone else, receiving any social security benefit or financial assistance from this department in respect of the child? Yes

No

If you answered **Yes**, state which benefit and the amount of benefit or financial assistance received

Part 4 : Particulars of parents of child

If the child was adopted, particulars of the adoptive parents should be given instead of those of the father and mother

Particulars of father

Full name

Address

Date of birth

Date of marriage or
civil partnership

Date of death

If father not deceased
do you know his
whereabouts?

No

Yes

(by 'whereabouts' we
mean where they live,
work or somewhere they
regularly attend like a
college course)

If you answered **Yes**,
tell us about them

Part 4 : Particulars of parents of child (continued)

Particulars of mother

Full name

Address

Date of birth

Date of marriage or civil partnership

Date of death

If mother not deceased do you know her whereabouts? No

(by 'whereabouts' we mean where they live, work or somewhere they regularly attend like a college course) Yes

If you answered **Yes**, tell us about them

If the parents were divorced, date on which divorce was made absolute or the civil partnership was dissolved

Part 5 : Bank details

1. Bank account or building society account of claimant

Please provide details of the financial institution where you want your benefit payment to be made. You will find the account details on the chequebook, passbook or on the bank statements. If you do not have a bank account or building society account and you wish to have the benefit payment paid into someone else's bank account please go to **section 2** below.

Full name of bank or building society

Name of the account holder (The account must be in your name or held jointly)

Sort code

 - -

Account number

More information if it is a building society account

If you are using a building society account you may need to tell us a roll or reference number. This may be made up of letter and numbers, and may be up to 18 characters long. If you are not sure if the account has a roll or reference number, ask the building society.

Building society account number

2. Bank details of third party

Bank account or building society account in which you have authorised payment of benefit to be made.

Please note that your benefit payment can be paid into someone else's account (third party). The account holder should be someone that you trust, usually a relative or close friend.

Please provide details of the third party account holder.

Full name of bank or building society

Name of the account holder

Sort code

 - -

Account number

Building society account number

Part 6 : Other information

Use this space to tell us anything else you think we might need to know.

You can continue on a separate piece of paper if you need to.

If you continue on a separate piece of paper, make sure you;

- Write your full name, address and ID card number on it and attach it to this claim form; and
- Sign and date it.

Part 7 : Declaration

I declare that all the statements on this form are true to the best of my knowledge and belief. I claim for Guardian's Allowance accordingly.

I understand that if I knowingly give information that is incorrect or incomplete, I may be liable to prosecution or other action.

I understand that it is an offence to fail to notify the Department of Social Security of a change of circumstances promptly, and failure to do so may result in action being taken against me.

Signature of applicant

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.