



Application form for **Child Benefit**

What is Child Benefit?

Child Benefit is a monthly payment to support parents and guardians. It is paid for each child who:

- normally lives with you and is being fully supported by you; and
- is under 16, or under 19 if in full-time education, full-time training or has a disability and cannot support themselves.

Child Benefit is not paid on behalf of children 19 or older, even if they stay in education or training.

How do I qualify?

To qualify for Child Benefit, you must meet the habitual residence condition. This applies to all applicants regardless of nationality.

Child Benefit is normally paid to the child's mother or step-mother. If the child does not live with their mother or step-mother but lives with their father or step-father, Child Benefit can be paid to them. If the child is not living with or being maintained by their parents, the person caring for the child may get Child Benefit.

How do I apply?

If your baby is born in Ireland and you are not already claiming Child Benefit for any other children, the Child Benefit Section will automatically send you a claim form to complete when you register the birth of your child. This form also includes information on how to claim for your new baby online at

www.MyWelfare.ie.

If you are already getting Child Benefit, your new baby is added to your Child Benefit claim when you register their birth and payment begins automatically from the month after the birth.

If your child is not born in Ireland, or their birth is not registered within the required time of three months, you must fill in Child Benefit form (CB1) and send it to the Child Benefit Section as you cannot apply online. A CB2 application form must also be filled out for each child aged 16, 17 or 18 years, available from **www.gov.ie/CB2**.

How to complete this application form?

There are examples on the back of this page that can be used as a guide to fill in this form. Please:

- write with a **black** pen, use capital letters and place an **X** in the relevant boxes; and
- complete all parts relevant to you and sign the declaration in **Part 9**.

Where to send this form?

Please send this completed form to:

Child Benefit Section

Department of Social Protection

St. Oliver Plunkett Road

Letterkenny

Co. Donegal

F92 T449

How can I get help and further information?

If you need any help to complete this form, contact the Child Benefit section on **0818 300 600**, or **074 916 4496** if calling from outside of Ireland. You can also contact your local Intreo Centre or Social Welfare Office, details available by visiting **www.gov.ie/intreocentres**, or any Citizen's Information Centre. For more information on Child Benefit, visit **www.gov.ie/CB**.

How to fill in this form

To help us in processing your application, write letters and numbers clearly and use one box for each. Please see examples below.

Part 1

Your details

1. Your PPS Number:

1	2	3	4	5	6	7	T	
---	---	---	---	---	---	---	---	--

2. Title, insert an **X** or specify:

<input type="checkbox"/> Mr	<input checked="" type="checkbox"/> Mrs	<input type="checkbox"/> Ms	Other						
-----------------------------	---	-----------------------------	-------	--	--	--	--	--	--

3. Surname:

M	U	R	P	H	Y												
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

4. First names:

M	A	U	R	E	E	N											
---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--

M	A	R	Y														
---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Birth surname:

M	C	D	E	R	M	O	T	T									
---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--

6. Mother's birth surname:

W	A	L	S	H													
---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--

7. Date of birth:

2	8	0	2	1	9	7	0
D	D	M	M	Y	Y	Y	Y

8. Address:

1		N	E	W		S	T	R	E	E	T						
---	--	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--

O	L	D		T	O	W	N										
---	---	---	--	---	---	---	---	--	--	--	--	--	--	--	--	--	--

D	O	N	E	G	A	L		T	O	W	N						
---	---	---	---	---	---	---	--	---	---	---	---	--	--	--	--	--	--

County

D	O	N	E	G	A	L		
---	---	---	---	---	---	---	--	--

Eircode

C	1	5	A	9	6	V
---	---	---	---	---	---	---

9. Telephone number:

0	8	8	1	2	3	4	5	6	7
---	---	---	---	---	---	---	---	---	---

10. Email address:

M	M	U	R	P	H	Y	@	W	E	L	F	A	R	E	.	I	E		
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--

SAMPLE



Application form for **Child Benefit**

Part 1

Your details

1. PPS Number:

2. Title, insert an **X** or specify:

 Mr Mrs Ms

Other

3. Surname:

4. First names:

5. Birth surname:

6. Mother's birth surname:

7. Date of birth:

D D M M Y Y Y Y

8. Address:

County

Eircode

9. Telephone number:

10. Email address:

11. Are you?

 Single Married Separated Divorced Widowed Cohabiting In a Civil Partnership or Union A surviving Civil Partner A former Civil Partner, meaning you were in a Civil Partnership that has since been dissolved.

12. If you are:

Married or entered into a civil partnership, from what date?

D	D	M	M	Y	Y	Y	Y		

A cohabiting couple, from what date?

D	D	M	M	Y	Y	Y	Y		

Separated, divorced or your civil partnership is dissolved, from what date?

D	D	M	M	Y	Y	Y	Y		

13. Are or were you getting Child Benefit?

Yes No

If **yes**, please state:

Reference number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last date of payment:

D	D	M	M	Y	Y	Y	Y		

Country that pays you:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

14. Do you have a Social Insurance Number or the equivalent, for example, National Insurance, Pesel, CNP or ID Number?

Yes No

If **yes**, please state:

Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

15. Are you getting any other social protection benefit or pension?

Yes No

If **yes**, please state:

Country that pays you:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of benefit or pension:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Reference number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

The habitual residence condition means that you have a proven close link to Ireland. The term also conveys permanence - that a person has been here for some time and intends to stay here for the foreseeable future.

Habitual residence in Ireland is a condition that you must satisfy for certain social protection payments including Child Benefit.

16. Are you employed?

Yes

No

If **yes**, please state:

Your National Insurance number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of country where you work:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of country in which you pay social insurance:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of employer:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date you started your current employment:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D D M M Y Y Y Y

17. Are you self-employed?

Yes

No

If **yes**, please state:

Your National Insurance number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of country where you work:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of country in which you pay social insurance:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of business:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date you started your current employment:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D D M M Y Y Y Y

18. What country were you born in?

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

19. What is your nationality?

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

20. If you have recently moved to the State, when did you and your family move here?

You:	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	D D	M M	Y Y Y Y
Your spouse, civil partner or cohabitant:	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	D D	M M	Y Y Y Y
Your children:	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	D D	M M	Y Y Y Y

21. Have you lived in the State continuously since the date you came to live here or returned to live here? Yes No

22. Please give details of each country, starting with the most recent, outside of the State that you have lived in:

Country 1

Country:

Date from:	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date to:	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	D D	M M	Y Y Y Y

Last address there:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Country 2

Country:

Date from:	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date to:	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	D D	M M	Y Y Y Y

Last address there:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Country 3

Country:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date from:

--	--	--	--	--	--	--	--

Date to:

--	--	--	--	--	--	--	--

D D M M Y Y Y Y

Last address there:

Note: A separate sheet of paper can be used for more details if needed.

23. Have you lived at the same address for the last 2 years?

 Yes

 No

If **no**, please state:

Last address:

Dates you lived there:

From:

--	--

--	--

--	--	--	--

To:

--	--

--	--

--	--	--	--

D D M M Y Y Y Y

24. Do you have a current Irish Residence Permit (IRP)?

 Yes

 No

If **yes**, please state:

Irish Residence Permit (IRP) Number:

--	--	--	--	--	--

If **no**, have you ever made an application for refugee status or leave to remain in the State?

 Yes

 No

If **yes**, are you awaiting a decision on your application?

 Yes

 No

If **yes**, please provide verified copies of all relevant documentation from the Department of Justice. Please do not post the original documents, as the Department of Justice advise that you must keep the originals with you at all times. To verify, please bring these original certificate copies to any office of the Department of Social Protection.

You can get your payment at a post office of your choice or direct to your current, deposit or savings account in a financial institution. Please complete one option below.

Post office

Please enter below the name and address of the post office where you wish to collect your payment.

Post office name and address:

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--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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County

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Eircode

--	--	--	--	--	--	--	--	--	--

Financial institution

You will find the following details printed on statements from your financial institution.

Name of financial institution:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(IBAN) International Bank Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Currency of the account:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Names of account holders:

Name 1:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name 2, if any:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

An Post Childcare Savings Account

Account number:

--	--	--	--	--	--	--	--

If you do not have an account and wish to open a childcare savings account with An Post, application forms are available from any post office.

If your child is residing in Ireland you should apply for a Personal Public Service (PPS) Number for your child before applying for Child Benefit.

Please provide evidence of residency in the State for each child. Please study the checklist in Part 8 for details of evidence.

25. Please give details of children who normally live with you and are being supported by you.

Child 1

Surname:

[Grid for Surname: 18 empty boxes]

First names:

[Grid for First names: 18 empty boxes]

Date of birth:

[Grid for Date of birth: DD MM YYYY format]

D D M M Y Y Y Y

Nationality:

[Grid for Nationality: 18 empty boxes]

How is the child related to you?

[Grid for Relationship: 18 empty boxes]

Is this child living with you? Yes No

If yes, the date they came here:

[Grid for Date they came here: DD MM YYYY format]

D D M M Y Y Y Y

If no, what country do they live in?

[Grid for Country: 18 empty boxes]

What is their PPS Number or the equivalent, for example, National Insurance Number, Pesel, CNP or ID Number?

[Grid for PPS Number: 18 empty boxes]

Child 2

Surname:

Grid for Surname (16 boxes)

First names:

Grid for First names (16 boxes)

Date of birth:

Grid for Date of birth (DD MM YYYY)

Nationality:

Grid for Nationality (16 boxes)

How is the child related to you?

Grid for relationship (16 boxes)

Is this child living with you? Yes No

If yes, the date they came here:

Grid for date they came here (DD MM YYYY)

If no, what country do they live in?

Grid for country they live in (16 boxes)

What is their PPS Number or the equivalent, for example, National Insurance Number, Pesel, CNP or ID Number?

Grid for PPS Number (16 boxes)

Child 3

Surname:

Grid for Surname (16 boxes)

First names:

Grid for First names (16 boxes)

Date of birth:

Grid for Date of birth (DD MM YYYY)

Nationality:

Grid for Nationality (16 boxes)

How is the child related to you?

Grid for relationship (16 boxes)

Is this child living with you? Yes No

If yes, the date they came here:

Grid for date they came here (DD MM YYYY)

If no, what country do they live in?

Grid for country they live in (16 boxes)

What is their PPS Number or the equivalent, for example, National Insurance Number, Pesel, CNP or ID Number?

Grid for PPS Number (16 boxes)

Notes: A separate sheet of paper can be used for more details if needed.

26. How many children live with you?

age 0 to 15

age 16 to 18

27. If any children under 19 years of age are not living with you, please state the name of the parent or guardian with whom the children live:

Surname:

First names:

Birth surname:

Date of birth:

D D M M Y Y Y Y

Address:

County

Eircode

Their relationship to the children:

Their PPS Number or the equivalent, for example, National Insurance Number, Pesel, CNP or ID Number?

28. Are any of the children that you listed in question 25:

Adopted? Yes No

Fostered? Yes No

Not your own? Yes No

If yes, please state the social worker's:

Surname:

First names:

Address:

County

Eircode

Telephone number:

Email address:

29. Do you have legal custody of your children? Yes No

30. Do you support your children? Yes No

You must notify the Child Benefit Section in writing if any of these events occur.

- You change address.
- You change post office, bank or building society.
- You change An Post Childcare Account or account name.
- A child aged 16, 17 or 18 finishes education or changes or leaves school or college.
- There is a death of a child for whom benefit is being paid.
- You are imprisoned or your child is admitted to a home or detention centre.
- A child is no longer living with you or in your care.
- A child is abandoned, deserted or removed from your custody.
- You or your child leave the State.
- You marry or enter into a civil partnership or civil union.
- You or your spouse, civil partner or cohabitant start work in another EU country or the UK.
- The person receiving child benefit dies.
- You adopt or foster a child or give birth to a child outside of the State.
- Your family come to live in Ireland.

Claims should be submitted within 12 months of:

- the birth of the child;
- the child becoming a member of your household;
- you and your family moving to Ireland; and
- you or your spouse, civil partner or cohabitant commencing employment in Ireland.

Claims received outside this timeframe may result in loss of payment.

If you have not applied within 12 months and you wish to apply for arrears, please give the reasons why in the space provided and attach evidence in support of your reasons if available.

Claims should be submitted within 12 months. If you have not applied within 12 months please complete Part 7.

As part of the department's control policy, Child Benefit claims are reviewed every 12 to 18 months to check continued entitlement. This is done by issuing forms to be completed and returned by Child Benefit claimants. If these forms are not returned to the Child Benefit Section, payments may be suspended until continued entitlement is confirmed.

To verify documents, please bring the original documents to any office of the Department of Social Protection. Please note that only verified copies of the original versions of certificates are acceptable. Translations of birth certificates on their own are not sufficient.

Have you completed and enclosed the following?

- For all non-EU and non-EEA nationals, a verified copy of your certificate of registration, IRP card and letter from the Minister for Justice. If your spouse or partner is not in employment, you should also submit a verified copy of their certificate of registration, IRP card and letter from the Minister for Justice.
- Letter from school or college for each child of school going age confirming the dates your child has been attending.
- Letter from, playschool, crèche, Gardaí, or medical practitioner confirming residency of each child not of school going age.
- A completed and signed HRC1 form if the applicant is a non-EU or non-EEA national, or an unemployed UK, EU or EEA national. The HRC1 form is available at www.gov.ie/hrc.
- A completed Child Benefit 2 (CB2) form for each child aged 16, 17 or 18 years.
- Relevant documents from the Department of Justice if you have applied for refugee or residency status.
- Completed question 21 if you have moved here from another country.

If your children are resident in another EU or EEA member state or the UK and do not have a PPS Number:

- Original or verified copies of birth certificates, which must include the parents names, for each child you wish to claim for.

Sending in certificates or documents later

To avoid delay, please send all the certificates and documents that are needed with this form.

If you are sending in certificates or documents later, give details in the box below and include your full name, present address and your PPS Number with them.

I declare that the information given by me on this form is truthful and complete. I understand that if any of the information I provide is untrue or misleading or if I fail to disclose any relevant information, I will be required to repay any payment I receive from the department and that I may be prosecuted. I undertake to immediately advise the department of any change in my circumstances which may affect my continued entitlement.

Signature, **not** capital letters.

Date:
D D M M Y Y Y Y

Warning: If you make a false statement or withhold information, you may be prosecuted leading to a fine, a prison term or both.

For official department use only

HRC satisfied HRC not satisfied HRC1 issued

I award payment of Child Benefit for the children named in Part 4.

I disallow payment of Child Benefit for the children named in Part 4.

With effect from:
M M Y Y Y Y

Signature of deciding officer, **not** capital letters.

Date:
D D M M Y Y Y Y

Data Protection Statement

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at www.gov.ie/dsp/privacystatement or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.