



i Please read the Notes booklet that came with this form before you fill it in. It will give you more information about Guardian's Allowance and help you to fill in this claim form.

Please

- answer all the questions on this form that apply to you, and your partner if you have one
- send us all the documents we ask for, including a full birth certificate for each child showing the child's parentage and the death certificate of each parent. Photocopies are not acceptable.

If you do not, it may take longer to pay you Guardian's Allowance, or we may not be able to pay you at all.

PART 1 PERSONAL DETAILS

1 Child Benefit number

C	H	B																		
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2 National Insurance number. See Notes, page 6

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

No

Yes

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

5 Surname or family name

6 First name(s)

7 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.

8 Date of birth

D	D	M	M	Y	Y
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9 Address (including postcode)

Postcode

10 Daytime phone number

Code	Number
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11 What is this number?

Home
 Work
 Mobile
 Fax

12 Have you ever claimed Guardian's Allowance before?

No

Yes Please tell us your full name when you claimed - If different from the name you use now

Please tell us the address you claimed from

Postcode

Please tell us the the Child Benefit number

C	H	B									
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13 How many children are you claiming for?

PART 2 CHILDREN YOU WANT TO CLAIM FOR

Please tell us about the children you want to claim for. Please start with the eldest child.

1st CHILD

2nd CHILD

1 Surname

2 First name(s)

3 Sex

Male Female

Male Female

4 Date of birth

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

5 Place of birth

Postcode

Postcode

6 Has the child ever been legally adopted?

No
 Yes Send us the adoption certificate, or any other information you have. Tell us who adopted the child, if you know.

No
 Yes Send us the adoption certificate, or any other information you have. Tell us who adopted the child, if you know.

i Please tell us about the child's mother

1st CHILD

2nd CHILD

12 Mother's title, enter MRS, MISS, MS or other title

13 Mother's surname

14 Mother's first name(s)

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

16 Mother's date of birth

D	D	M	M	Y	Y
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D	D	M	M	Y	Y
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17 Mother's National Insurance number

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18 Was the child's mother born in the United Kingdom? *The United Kingdom is England, Scotland, Wales and Northern Ireland.*

No
 Yes Go to question 20

No
 Yes Go to question 20

19 Has the child's mother lived in the United Kingdom for at least 52 weeks in any period of 2 years since she reached the age of 16?

No
 Yes

No
 Yes

20 Is the child's mother alive?

No Go to question 21
 Yes Tell us her address, if you know it.

No Go to question 21
 Yes Tell us her address, if you know it.

Postcode

Now go to question 26

Postcode

Now go to question 26

21 Date the mother died

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

22 Tell us the place of death if you are unable to provide her death certificate

Postcode

Postcode

	1st CHILD	2nd CHILD
23 Did you know the father's whereabouts at the date of the mother's death?	No <input type="checkbox"/> Yes <input type="checkbox"/> Go to question 26	No <input type="checkbox"/> Yes <input type="checkbox"/> Go to question 26
24 Have you discovered the father's whereabouts since the mother's death?	No <input type="checkbox"/> Yes <input type="checkbox"/> Go to question 26	No <input type="checkbox"/> Yes <input type="checkbox"/> Go to question 26
25 If you do not know the father's whereabouts, have you tried to find out? For example, you may have contacted his last known address and his family or friends.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us what you have done. Continue at part 4 if you need to.	No <input type="checkbox"/> Yes <input type="checkbox"/> Please tell us what you have done. Continue at part 4 if you need to.
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Please tell us about the child's father

	1st CHILD	2nd CHILD
26 Father's surname	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
27 Father's first name(s)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
28 Father's date of birth	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
29 Father's National Insurance number	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
30 Was the child's father born in the United Kingdom?	No <input type="checkbox"/> Yes <input type="checkbox"/> Go to question 32	No <input type="checkbox"/> Yes <input type="checkbox"/> Go to question 32
31 Has the child's father lived in the United Kingdom for at least 52 weeks in any period of 2 years since he reached the age of 16?	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
32 Is the child's father alive?	No <input type="checkbox"/> Go to question 33 Yes <input type="checkbox"/> Tell us his address, if you know it.	No <input type="checkbox"/> Go to question 33 Yes <input type="checkbox"/> Tell us his address, if you know it.
	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>
	<div style="border: 1px solid black; width: 100%; padding: 2px;">Postcode</div>	<div style="border: 1px solid black; width: 100%; padding: 2px;">Postcode</div>
	Now go to question 38	Now go to question 38

1st CHILD

2nd CHILD

40 Which parent was awarded custody of the child?

Mother
 Father

Mother
 Father

41 Was the custody order in force at the time of the parents' death?

No
 Not sure
 Yes Please tell us about this.

No
 Not sure
 Yes Please tell us about this.

42 Was the other parent made liable to pay maintenance by a court order or under a Child Support Agency (CSA) assessment?

No Go to question 44
 Not sure
 Yes What type of order was it?
 Court order
 CSA assessment

No Go to question 44
 Not sure
 Yes What type of order was it?
 Court order
 CSA assessment

43 Was the court order or Child Support Agency assessment in force at the time of the parent's death?

No
 Not sure
 Yes

No
 Not sure
 Yes

44 At the time of the death, was the other parent making a contribution to the support of the child?

- For example,
- maintenance
 - pocket money
 - clothing
 - gifts.

No
 Yes What was the average amount paid each week?
 £
 Please send us any records you have about this.

No
 Yes What was the average amount paid each week?
 £
 Please send us any records you have about this.

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

I **declare** that if I am having Guardian's Allowance paid direct into an account, I have read and understood the *Claiming Guardian's Allowance* Information booklet about being paid in this way.

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 **Guardian's Allowance**.

Signature

Date

D	D	M	M	Y	Y
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- 1 **Check** that you have answered all the questions that apply to you and that you have signed the form.
- 2 **Send the children's full birth certificates or adoption certificates.** Do not send short certificates or photocopies.
- 3 **Send the parents' actual death certificates.** If you do not have the certificates, do not delay sending us your claim – we will get in touch with you.
- 4 **Check** that you are sending everything we have asked for. Use the checklist below
 - **completed claim form**
 - **the children's birth certificates or adoption certificates**
 - **any death certificates or other evidence of death**
 - **any documents about the parents' divorce, if applicable**

Use the envelope we have sent you. It does not need a stamp.

Please tell us how many certificates you are sending with this form.

Please send us the actual certificates. Do not send photocopies.

How many death certificates?

How many birth certificates?

How many adoption certificates?

- Benefit you can get because of this claim can be paid more quickly if you
 - answer all the questions on this form that apply to you and your partner, if you have one.
 - send us all the documents we ask for.If you cannot do this, get in touch with us. Benefit you can get because of this claim may be delayed.
- We will write to tell you if you can get Guardian's Allowance.
If you can get Guardian's Allowance, we will tell you how much you can get.
If you cannot get Guardian's Allowance, we will tell you why not.
- We will send back any certificates or other documents you have sent us as soon as we can.