



**Claim now  
or you may lose money**  
Child Benefit cannot be backdated  
more than three months

**www.hmrc.gov.uk**

Our helpline number:

**0845 302 1444**

Our textphone number:

**0845 302 1474**

## Important

Please use the Notes *Child Benefit claim form - Getting it right (CH2 Notes)* to help you fill in this form. Please answer **all** the questions that apply to you and send us **all** the documents we ask for. If you don't, we may need to get in touch with you. **This can delay payment.** If you need more help or information, please go to our website or phone our helpline above.

## Section 1 - About you

1 Title *for example Mrs, Miss, Ms, Mr, Dr, etc*

2 Your surname or family name

3 Your first name and any middle name(s)

First name

Middle name(s)

4 Have you ever been known by any other surname or family name? *Include your maiden name*

No ☐

Yes ☐ If Yes, please write it below

5 Your date of birth *DD MM YYYY*

6 Your phone number(s)

Daytime number

Evening number

7 Your address

  
  
  

Postcode

8 Have you lived at this address for more than 12 months?

No ☐

Yes ☐ If Yes, please go to **question 10**

9 Please tell us your last address

  
  
  

Postcode

10 Do you have a National Insurance (NI) number?  
*See Notes, page 3*

No ☐

Yes ☐ If Yes, please tell us your NI number

*Example of a National Insurance number XX 99 99 99 X.*

11 Have you ever claimed Child Benefit before?

No ☐ If No, go to **question 13**

Yes ☐ If Yes, please tell us your Child Benefit number *if you know it*

*Example of a Child Benefit number CHB 99999999 XX.*

*You can find your Child Benefit number on letters we have sent you.*

**If you don't know your Child Benefit number you should still claim now.**



## Section 1 – About you continued

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**12** Are you already getting Child Benefit?

No ☐

Yes ☐

If Yes, please tell us the full name and date of birth of the eldest child you are getting Child Benefit for, then go to **question 22**

Child's surname

Child's first name

Child's middle name(s)

Child's date of birth DD MM YYYY

**13** What is your nationality?

*This is shown on your passport if you have one*

**14** Have you always lived in the United Kingdom?

*See Notes, page 3*

No ☐

Yes ☐

If Yes, go to **question 20**

**15** Do you usually live in the United Kingdom?

*See Notes, page 3*

No ☐

Yes ☐

If Yes, go to **question 17**

**16** Which country do you usually live in?

**Go to question 18**

**17** Did you arrive in the United Kingdom in the last three months?

No ☐

Yes ☐

If Yes, tell us the date you arrived  
DD MM YYYY

**18** Are you subject to immigration control now, or at any time in the last three months? *See Notes, page 3*

No ☐

If No, go to **question 20**

Yes ☐

**19** If you have been subject to immigration control in the last three months, tell us the date your immigration status was granted DD MM YYYY

**Please send a copy of your Home Office documents to us with this form.**

**20** Are you now, or have you at any time in the last three months, worked in another country or received benefit from another country?

No ☐

Yes ☐

If Yes, please tell us the name of the country

**21** Are you a member of HM Forces or a civil servant working abroad?

No ☐

Yes ☐

**22** What is your marital or civil partnership status?

*Please tick one box*

☐

Married or in a civil partnership

**Go to question 23**

☐

Living with a partner as if you are married or a civil partner

**Go to question 23**

☐

Widowed

**Go to question 31**

☐

Separated

**Go to question 31**

☐

Divorced

**Go to question 31**

☐

Single

**Go to question 31**

## Section 2 – About your partner

23 Is your partner a member of HM Forces or a civil servant working abroad?

No ☐ Yes ☐

24 What is your partner's nationality?

*This is shown on their passport if they have one*

25 Does your partner now, or have they at any time in the last three months, worked in another country or received benefit from another country?

No ☐

Yes ☐ If Yes, tell us the name of the country

26 Is your partner receiving Child Benefit now or are they waiting to hear if they can get Child Benefit?

No ☐ If No, go to **question 31** below

Yes ☐

27 Your partner's full name and date of birth

Partner's name

Partner's date of birth DD MM YYYY

28 Your partner's National Insurance number

*See Notes, page 3*

*Example of a National Insurance number XX 99 99 99 X.*

29 Your partner's Child Benefit number *if you know it*

*Example of a Child Benefit number CHB 99999999 XX.*

*Their Child Benefit number is on any letters we have sent them.*

**If you don't know their Child Benefit number you should still claim now.**

30 The full name and date of birth of the eldest child your partner is receiving Child Benefit for

Child's surname

Child's first name

Child's middle name(s)

Child's date of birth DD MM YYYY

## Section 3 - Children you want to claim for

### Important

**You don't need to tell us about children you already get Child Benefit for.**

31 Please tell us how many children you are claiming for on this form

**For each child in this claim we need to see the:**

- *birth certificate (long or short version), or*
- *adoption certificate.*

**We do not accept photocopies.**

### Please note

If you don't have the original documents you should still fill in this claim form and send it to us. We will then get in touch with you.

### Before you send your certificate(s)

- If you, or someone else, has received Child Benefit for the child in the past, don't send us the birth certificate.
- Make sure we have the right address to return your documents. If you move without telling us your new address we will destroy them.
- If we believe that any of the original documents you send us are not genuine, we may keep them.

Please now go to **question 32**.

## Section 3 – Children you want to claim for continued

### Child 1

- 32** Child's surname or family name  
*As shown on the original birth or adoption certificate*

- 33** Child's first name and any middle name(s)  
*As shown on the original birth or adoption certificate*

First name

Middle name(s)

- 34** Is this child male or female?

Male ☐

Female ☐

- 35** Child's date of birth *DD MM YYYY*

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- 36** Has this child ever been known by any other name?

No ☐

Yes ☐ If Yes, please write it below

- 37** Is this child your own? *See Notes, page 4*

No ☐ Yes ☐

- 38** Has anyone else ever claimed Child Benefit for this child?  
*See Notes, page 4*

No ☐

Yes ☐ If Yes, please tell us their name, address and  
Child Benefit number

Name


C	H	B																	
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If you don't know the Child Benefit number you should  
still claim now.

### Child 1 continued

- 39** Does this child live with you? *See Notes, page 4*

No ☐

Yes ☐ If Yes, go to **question 41**

- 40** What is the name and address of the person this child  
lives with?

Name


Postcode

- 41** Has this child lived with anyone else in the last 12 months?  
*See Notes, page 4*

No ☐

If No, go to **question 44**

Yes ☐

- 42** What is the name and address of the person this child  
lived with?

Name


Postcode

- 43** What date did the child come to live with you?  
*DD MM YYYY*

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- 44** Are you adopting or planning to adopt this child through  
a Local Authority?

No ☐

Yes ☐

- 45** Do you want to claim for any more children now?

No ☐

If No, go to **question 60**

Yes ☐

If Yes, go to **question 46**

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use 3

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Section 3 – Children you want to claim for continued

Child 2

46

Child's surname or family name  
As shown on the original birth or adoption certificate

47

Child's first name and any middle name(s)  
As shown on the original birth or adoption certificate

First name

Middle name(s)

48

Is this child male or female?

Male

Female

49

Child's date of birth DD MM YYYY

50

Has this child ever been known by any other name?

No

Yes

If Yes, please write it below

51

Is this child your own? See Notes, page 4

No

Yes

52

Has anyone else ever claimed Child Benefit for this child?  
See Notes, page 4

No

Yes

If Yes, please tell us their name, address and  
Child Benefit number

Name

Postcode

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If you don't know the Child Benefit number you  
should still claim now.

Child 2 continued

53

Does this child live with you? See Notes, page 4

No

Yes

If Yes, go to question 55

54

What is the name and address of the person this child  
lives with?

Name

Postcode

55

Has this child lived with anyone else in the last 12 months?  
See Notes, page 4

No

If No, go to question 58

Yes

56

What is the name and address of the person this child  
lived with?

Name

Postcode

57

What date did the child come to live with you?  
DD MM YYYY

58

Are you adopting or planning to adopt this child through  
a Local Authority?

No

Yes

59

Do you want to claim for any more children now?

No

If No, go to question 60

Yes

If Yes, go to page 7 of your Notes. Fill in  
the additional sheet then go to question 60  
on this form.

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use 10

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office  
use 7

For  
office  
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Page 5

We normally pay Child Benefit every four weeks into a bank or building society account.

***Please read the Notes on page 5***

If No, go to **question 62**

Yes

1

I am a single parent

7

I am receiving one or more of the following:

- Income Support
- income-based Jobseeker's Allowance
- Pensions Credit
- income-related Employment and Support Allowance.

My partner is receiving one or more of the following:

- Income Support
- income-based Jobseeker's Allowance
- Pensions Credit
- income-related Employment and Support Allowance.

No ☐

If No, go to **question 64**

Yes ☐

Yes

No ☐

If No, please go straight to the **Declaration**

Yes ☐

Yes

**We can't pay into an account that is in a child's name.**  
If you need help to fill in **questions 64 to 68**, see Notes,  
page 5 or contact your bank or building society.


\_\_\_\_\_

-   -

[illegible]

\_\_\_\_\_

1

Please now complete the declaration below

Please read the declaration below, tick the boxes that apply to you, then sign this form to claim Child Benefit.

I am sending the **birth certificate(s)** or other documents that you need with this form.

*If you don't have the documents you should still send your claim form to us. **Do not send photocopies.***

7

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

If I give information which I know is not correct or complete, you may take action against me.

1

**This is my claim for Child Benefit.** *Your claim will be delayed if you do not sign this form.*

**Signature**

\_\_\_\_\_

Date *DD MM YYYY*

   

9

1

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## Documents we need

You need to send us these documents with your claim form.

- The birth certificate or adoption certificate for each child in this claim. **Do not send photocopies.**  
*If you don't have a certificate you should still send your claim form to us.*
- Extra pages you've filled in if you want to claim for more than two children.
- Any Home Office documents that we've asked you to send us.

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## What to do now

Please fill in the address label and send it to us with this form and any documents or pages listed above, in the enclosed envelope. It doesn't need a stamp. If you don't have an envelope send this form to:

Child Benefit Office (Washington)  
Freepost  
NEA 10463  
PO Box 133  
Washington  
NE38 7BR

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## What happens next?

If we need more information to help us deal with your claim we will get in touch with you.

We will normally send the certificate(s) back to you within four weeks. When we have dealt with your claim we will write to tell you if you can get Child Benefit and if so how much.

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## If you need more help

Please go to **www.hmrc.gov.uk** or phone our helpline.

If you are in the United Kingdom:

Helpline **0845 302 1444**

Textphone **0845 302 1474**

Ffoniwch **0845 302 1489** i dderbyn fersiynau Cymraeg o ffurflenni a chanllawiau

If you are overseas:

Helpline **00 44 161 210 3086**

Write to us at:

Child Benefit Office  
PO Box 1  
Newcastle Upon Tyne  
NE88 1AA

When you get in touch with us please tell us your full name, your National Insurance number, your Child Benefit number (if you know it or have one) and a daytime phone number.

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## Other money we can pay you

For information about other money you may be entitled to, please read page 6 of your Notes *Child Benefit claim form – Getting it right (CH2 Notes)*.

**For official use only**

	Name	Date
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2		
3		
4		

Corres	Traced	CLI

Document(s) Returned	Normal		
	Recorded		
	Registered		

1	2	3	4
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Date claim received