



## Purpose of this form

Use this form **ONLY** if you are a non-parent carer and applying for child support from one or both parents.

If an application for a child support assessment is made in relation to a child, the Australian Government Department of Human Services needs additional information to help progress the claim. This is to make sure the persons who are being assessed for the costs of the child(ren) are the parents of the child(ren).

## International customers

You can contact a person listed under 'Authorised persons' (at the end of this form) as a witness at the nearest Australian Embassy, High Commission or Consulate. Please note that the persons listed as authorised persons must be registered or hold the relevant position in Australia.

## Online Services

You can access your Centrelink, Medicare and Child Support Online Services through myGov. myGov is a fast, simple way to access a range of government services online with one username, one password, all from one secure location. To create a myGov account, go to [my.gov.au](http://my.gov.au)

## Filling in this form

- **Please use black or blue pen.**
- Print in BLOCK LETTERS.
- Sign the form before an authorised person (see notes at the end of this form for a list of authorised persons).

## Returning your form

Check that all required questions are answered and that the form is signed and dated.

You can return this form and any supporting documents:

- online – if you have an existing Child Support online account you will need to scan this form and all documents and submit online using a Child Support online message.  
Go to [my.gov.au](http://my.gov.au) to access your Child Support online account.
- by fax – send us a fax to **1300 309 949** or **+61 362 160 899** for international customers.
- by post – return your documents by sending them to:

**Department of Human Services**  
**Child Support**  
**GPO Box 9815**  
**MELBOURNE VIC 3001**  
**AUSTRALIA**

## For more information

Go to [humanservices.gov.au/childsupport](http://humanservices.gov.au/childsupport) or call us on **131 272**.

**International customers:** Call **+61 131 272** or **+61 3 6216 0864**.

If you need a translation of any documents for our business, we can arrange this for you free of charge.

To speak to us in languages other than English, call **131 450**.

**Note:** Call charges apply – calls from mobile phones may be charged at a higher rate.

If you have a hearing or speech impairment, you can contact the **TTY service** on Freecall™ **1800 810 586**. A TTY phone is required to use this service.

Your details

1 Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

of (permanent address)

  

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Postcode

Occupation

Additional details

2 Your date of birth

3 Your contact details

Home phone number ( )

Mobile phone number

4 Your postal address (if different to permanent address)

  

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Postcode

5 Your Child Support Reference Number

 -  -  - 

OR

Your Centrelink Reference Number (if applicable)

 -  -  - 

Child(ren)'s details

6 Give details for each child listed in the child support application

1 Family name

First given name

Second given name

Date of birth

Place of birth

2 Family name

First given name

Second given name

Date of birth

Place of birth

3 Family name

First given name

Second given name

Date of birth

Place of birth

If there are more than 3 children, attach a separate sheet with details.

Parent(s) details

**IMPORTANT:** You must be certain that the person(s) you are naming as the parent(s) is/are in fact named in the register of births for the child(ren) as a parent. This means you have either:

- sighted a full copy of the child(ren)'s birth certificate and confirmed the person(s) is/are named as a parent(s), **or**
- confirmed with Births, Deaths and Marriages that the person(s) is/are named as a parent(s) for the child(ren) in the register.

7 Give details of the parent(s)

**1** Family name

First given name

Second given name

**2** Family name

First given name

Second given name

Statement

8 **IMPORTANT INFORMATION**

**Privacy and your personal information**

Your personal information is protected by law, including the *Privacy Act 1988*, and is collected by the Australian Government Department of Human Services for the assessment and administration of payments and services. This information is required to process your application or claim.

Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy, at [humanservices.gov.au/privacy](http://humanservices.gov.au/privacy) or by requesting a copy from the department.

9 **Penalty for false statement**

A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Chapter 2 of the Criminal Code applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

**I make the following declaration under the Statutory Declarations Act 1959:**

- the information I have provided in this form is complete and correct.
- I have applied to the Australian Government Department of Human Services for child support.
- I am not a parent of the child(ren) named in question 6.
- the parent(s) of the child(ren) named in question 6 is/are registered with Births, Deaths and Marriages (or a register of births in a reciprocating jurisdiction).

**I understand that:**

- giving false or misleading information is a serious offence.
- a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959* and I believe that the statements in this declaration are true in every particular.

**IMPORTANT:** Your signature must be witnessed by an authorised person.

For a full list of authorised persons, see page 4.

Signature of person making the declaration

Declared at (place)

On the  day of  20

10 **Authorised person**

**IMPORTANT:** Make sure you have read the **Privacy and your personal information** at question 8 before you complete and sign this.

Before me

Signature of authorised person

Full name of authorised person

Qualification of authorised person

Address of authorised person

  
  

Postcode

## Authorised persons

According to the *Statutory Declarations Act 1959* a statutory declaration may be made before:

- (1) a person who is currently licensed or registered under a law to practise in one of the following occupations:
  - chiropractor
  - dentist
  - legal practitioner
  - medical practitioner
  - nurse
  - optometrist
  - patent attorney
  - pharmacist
  - physiotherapist
  - psychologist
  - trade marks attorney, or
  - veterinary surgeon.
- (2) a person who is enrolled on the roll of the Supreme Court of a state or territory or the High Court of Australia, as a legal practitioner (however described).
- (3) a person who is in the following list:
  - agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - Australian consular officer or Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*)
  - bailiff
  - bank officer with 5 or more continuous years of service
  - building society officer with 5 or more years of continuous service
  - chief executive officer of a Commonwealth court
  - clerk of a court
  - commissioner for affidavits
  - commissioner for declarations
  - credit union officer with 5 or more years of continuous service
  - employee of the Australian Trade Commission who is:
    - (a) in a country or place outside Australia
    - (b) authorised under Paragraph 3(d) of the *Consular Fees Act 1955*
    - (c) exercising his or her function in that place
  - employee of the Commonwealth who is:
    - (a) in a country or place outside Australia, and
    - (b) authorised under Paragraph 3(c) of the *Consular Fees Act 1955*
    - (c) exercising his or her function in that place
  - fellow of the National Tax Accountants' Association
  - finance company officer with 5 or more years of continuous service
  - holder of a statutory office not specified in another item in this list
  - judge of a court
  - justice of the peace
  - magistrate
  - marriage celebrant registered under subdivision C of division 1 of part IV of the *Marriage Act 1961*
  - master of a court
  - member of Chartered Secretaries Australia
  - member of Engineers Australia, other than at the grade of student
  - member of the Association of Taxation and Management Accountants
  - member of the Australasian Institute of Mining and Metallurgy
  - member of the Australian Defence Force who is:
    - (a) an officer
    - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service
    - (c) a warrant officer within the meaning of that Act
  - member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
  - member of:
    - (a) the parliament of the Commonwealth
    - (b) the parliament of a state
    - (c) a territory legislature
    - (d) a local government authority of a state or territory
  - minister of religion registered under subdivision A of division 1 of part IV of the *Marriage Act 1961*
  - notary public
  - permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
  - permanent employee of:
    - (a) the Commonwealth or a Commonwealth authority
    - (b) a state or territory or a state or territory authority
    - (c) a local government authority with 5 or more years of continuous service who is not specified in another item in this list
  - person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made
  - police officer
  - registrar or deputy registrar of a court
  - senior executive service employee of:
    - (a) the Commonwealth or a Commonwealth authority
    - (b) a state or territory or a state or territory authority
  - sheriff
  - sheriff's officer, or
  - teacher employed on a full-time basis at a school or tertiary education institution.