

When to use this form

Complete this form **ONLY** if you are applying for child support and you are declaring that you **and** the other person named in your application are named as a parent of the child(ren) in the register of births.

If an application for a child support assessment is made but both parents were not married when the child was born, 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).

Important note:

Before completing this form you must be certain that the person you are naming as the parent is in fact named in the register of births for the child(ren) as a parent. This means you have either:

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

If the parent applying for a birth certificate for the child names the other parent in the application, but the other parent does not complete and send in an independent declaration, then the other parent may not in fact be registered as a parent of the child and you could be making a false declaration.

To complete this form

- Fill in your name, address, occupation and date of birth details using **BLOCK LETTERS**.
- Use Black or Blue pen.
- Fill in the name and date of birth for each child listed in the child support application.
- Sign the form before an authorised witness (see notes at the end of this form for a list of authorised persons).

International customers

You can contact a person listed under “Authorised persons” (at the end of this form) as an authorised 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.

Where do I send this form?

Send the completed form to:

Department of Human Services
GPO Box 9815
MELBOURNE VIC 3001
Australia

or

Fax: **1300 309 949**

For more information

For more information about child support go to our website humanservices.gov.au/childsupport or call **131 272** Monday to Friday between 8.30 am and 4.45 pm, local time. **Note:** Call charges apply – calls from mobile phones may be charged at a higher rate.

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

Help in other languages

English

If you do not speak English and need help from us, call the Translating and Interpreting Service (TIS) on **131 450**.

Arabic

إذا لم تكن تتحدث الإنجليزية و تحتاج إلى مساعدة متًا. اتصل بخدمة الترجمة الخطية والنشيفية (TIS) على الرقم **131 450**.

Chinese

您如果不說英語，但需要我們的協助，請致電翻譯及傳譯服務處(TIS) · 電話**131 450**。

Croatian

Ako ne govorite engleski i trebate našu pomoć, nazovite Službu prevoditelja i tumača (TIS) na **131 450**.

Farsi

اگر انگلیسی حرف نمی‌زنید و به کمک ما احتیاج دارید، به سرویس ترجمه کتبی و شفاهی (TIS) شماره **131 450** تلفن بزنید.

Greek

Αν δεν μιλάτε Αγγλικά και χρειάζεστε τη βοήθειά μας, τηλεφωνήστε στη Μεταφραστική και Τηλεφωνική Υπηρεσία (TIS) στο **131 450**.

Indonesian

Jika Anda tidak berbahasa Inggris dan memerlukan bantuan kami, silakan menelepon Layanan Jasa Penerjemahan dan Juru Bahasa (TIS) pada nomor **131 450**.

Italian

Se non parlate l'inglese e avete bisogno della nostra assistenza, chiamate il Servizio traduzioni e interpreti (TIS) al numero **131 450**.

Khmer

បើលោកអ្នកមិននិយាយអង់គ្លេស ហើយត្រូវការជំនួយពីយើងខ្ញុំ សូមទូរស័ព្ទទៅសេវាបកប្រែភាសា (TIS) តាមលេខ **131 450** ។

Korean

영어를 못 하지만 도움이 필요하신 분은 통번역 서비스(TIS), **131 450**번으로 연락하십시오.

Macedonian

Ako ne zboruvate engleski jezik i vi e potrebna pomoš od nas, telefonirajte vo Službata za pismeno i usmeno prevедување (TIS) na **131 450**.

Maltese

Jekk int ma titkellimx bl-Ingliż u għandek bżonn l-għajjnuna tagħna, ċempel is-Servizz tat-Traduzzjoni u Interpretar (TIS) fuq **131 450**.

Polish

Jeżeli nie mówisz po angielsku, a potrzebujesz naszej pomocy, zadzwoń do Biura Tłumaczy (TIS) pod numer **131 450**.

Portuguese

Se não fala inglês e necessita da nossa ajuda, telefone para o Serviço de Tradutores e Intérpretes (TIS) através do **131 450**.

Russian

Если вы не говорите по-английски и нуждаетесь в нашей помощи, звоните в службу устного и письменного перевода (TIS) по телефону **131 450**.

Serbian

Ako ne govorite engleski, a potrebna vam je naša pomoš, pozovite Službu prevodilaca i tumača (TIS) na **131 450**.

Spanish

Si no habla inglés y necesita ayuda, llame al Servicio de Traducción e Interpretación (TIS) al teléfono **131 450**.

Turkish

Eğer İngilizce konuşmıyorsanız ve bizden yardım istiyorsanız, **131 450** numaralı telefondan Yazılı ve Sözlü Tercümanlık Servisi'ni (TIS) arayınız.

Vietnamese

Nếu không biết nói tiếng Anh và cần chúng tôi giúp đỡ, xin gọi cho Dịch vụ Thông Phiên dịch (TIS) qua số **131 450**.

1 I, (full name of person making declaration)

of (address)

 Postcode

Occupation:

2 Your contact details:

Home Telephone Number

Mobile Telephone Number

3 Date of birth

4 Your Child Support Reference Number (if applicable)

If not, do you have a Centrelink Reference Number?

5 Child one

Family name

First given name

Other given name(s)

Date of birth

Place of Birth

A statutory declaration under the *Statutory Declarations Act 1959* may be made before:

Authorised persons

- 1 a person who is currently licensed or registered under a law to practise in one of the following occupations:
 - Chiropractor
 - Legal practitioner
 - Nurse
 - Patent attorney
 - Physiotherapist
 - Trade marks attorney
 - Dentist
 - Medical practitioner
 - Optometrist
 - Pharmacist
 - Psychologist
 - 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); or
- 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; and
 - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 - (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*; and
 - (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 Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 - (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; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (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; or
 - (b) a State or Territory or a State or Territory authority; or
 - (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; or
 - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

Privacy and your personal information

Centrelink, Medicare Australia, Child Support and CRS Australia are services within the Australian Government Department of Human Services (Human Services).

Your personal information is protected by law, including the *Privacy Act 1988*. Your information is collected for Social Security, Family Assistance, Medicare, Child Support and CRS purposes. This information may be required by the powers provided within each services' legislation or voluntarily given by you when you apply for services or payments.

Your information will be used for the assessment and administration of payments and services. Your information may also be used within Human Services, where you have provided consent or it is required or authorised by law. Human Services may disclose your information to Commonwealth departments, other persons, bodies or agencies ONLY where you have provided consent or it is required or authorised by law.

You can get more information about privacy by going to our website humanservices.gov.au/privacy or requesting a copy of the full privacy policy at one of our Service Centres.

What if I have a complaint?

Step One:

Contact us and speak to your Customer Service Officer who will try to solve the problem.

Step Two:

If you are not satisfied with the outcome, ask to speak to their manager.

Step Three:

If you are still not satisfied, call our Complaints Service on **132 919** and speak to a complaints officer.

If you feel that we have been unable to successfully resolve your complaint, you can escalate your concerns by contacting the Commonwealth Ombudsman.

How can I report suspected fraud?

If you have information about someone who is misusing government services, please phone the Australian Government Services Tip-off Line on **131 524**.

The tip-off line allows you to confidentially report fraud against the Department of Human Services.