

## When to use this form

Complete this form 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 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 persons you are naming as the parents 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) of the child(ren).

## 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](http://humanservices.gov.au/childsupport) or call us on **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 وتحتاج إلى مساعدة متنا. اتصل بخدمة الترجمة الخطية والشفهية (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 بنزید.

### 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 បើយត្រូវការជំនួយពីយើងខ្ញុំ សូមទូរស័ព្ទទៅសេវាបកប្រែភាសា (TIS) តាមលេខ **131 450** ។

### Korean

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

### Macedonian

Ako ne zboruvate angliiski јазик и ви е потребна помош од нас, телефонирајте во Службата за писмено и усмено преведување (TIS) на **131 450**.

### Maltese

Jekk int ma titkellimx bl-Ingliż u għandek bżonn l-għajnuna 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 pomoć, pozovite Službu prevodilaца и тумача (TIS) на **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 konuşamıyorsanız 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

**Child two**

Family name

First given name

Other given name(s)

Date of birth

 / /

Place of Birth

**Child three**

Family name

First given name

Other given name(s)

Date of birth

 / /

Place of Birth

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

## 6 Statement

### I declare that:

- I have applied to the Department of Human Services for child support.
- I am not a parent of the child(ren) named in question 5.
- the parent(s) of the child(ren) named in question 5 is/are registered with Births, Deaths and Marriages (or a register of births in a reciprocating jurisdiction) and their details are below.

#### Parent 1

Family name

First given name

Other given names

#### Parent 2

Family name

First given name

Other given names

## 7 I understand that:

- 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.



Your signature must be witnessed by an authorised person.

Signature of person making the declaration

The authorised person must complete and sign question 8 to state that they have witnessed you signing the form.

Declared at (place)

On the   day of  20

## 8 Authorised witness

For a full list of authorised persons to witness this form see page 4.

Before me

Signature of authorised witness

Full name of authorised person

  

Qualification of authorised person

Address of authorised person

  
  
 Postcode

### 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*.

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
  - Dentist
  - Legal practitioner
  - Medical practitioner
  - Nurse
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - 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](https://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 the CSA's Complaints Service on **132 919** and speak to a Complaints Officer.

If you feel 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.