

### child support

#### When to use this form



Use this form **only** if you are a parent of the child(ren) named in an application for child support.

If an application for a child support assessment is made in relation to a child, Services Australia 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 go to the nearest Australian Embassy, High Commission or Consulate to contact a person listed under 'Authorised persons' (at the end of this form) as a witness.

The persons listed as authorised persons must be registered or hold the relevant position in Australia.

#### Online account



You can access your Child Support online account through myGov. myGov is a secure way to access a range of government services online with one username and password. You can create a myGov account at [my.gov.au](https://my.gov.au) and link your Child Support online account to it.

#### Filling in this form

You can complete this form on your computer using Adobe Acrobat Reader, and some browsers, or you can print it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.

#### For more information



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

##### Information in your language

For Child Support, call **131 272** (call charges may apply). Let us know if you need an interpreter and we will arrange one for free.

Go to [servicessaustralia.gov.au/yourlanguage](https://servicessaustralia.gov.au/yourlanguage) to read, listen to or watch information in your language.



##### Hearing and speech assistance

If you have a hearing or speech impairment, you can use:

- the National Relay Service **1800 555 660**, or
- our TTY service on **1800 810 586**. You need a TTY phone to use this service.

For more help with communication, go to [servicessaustralia.gov.au](https://servicessaustralia.gov.au) and search 'other support and advice'.

## Your details

**1** Your Child Support Customer Reference Number (if known)

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or

Your Centrelink Customer Reference Number (if applicable)

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**2** Mr  Mrs  Miss  Ms  Other

Family name

First given name

Second given name

of (permanent address)

Postcode

Occupation

**3** Your date of birth (DD MM YYYY)

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**4** Your contact details

Home phone number (including area code)

Mobile phone number

**5** Your postal address (if different to permanent address)

Postcode

## 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 (DD MM YYYY)

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Place of birth

**2** Family name

First given name

Second given name

Date of birth (DD MM YYYY)

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Place of birth

**3** Family name

First given name

Second given name

Date of birth (DD MM YYYY)

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Place of birth

If you need more space, provide a separate sheet with details.

## Privacy notice

### 7 You need to read this

#### Privacy and your personal information

The privacy and security of your personal information is important to us, and is protected by law. We collect this information so we can process and manage your applications and payments, and provide services to you. We only share your information with other parties where you have agreed, or where the law allows or requires it. For more information, go to [servicesaustralia.gov.au/privacypolicy](http://servicesaustralia.gov.au/privacypolicy)

## Declaration

### 8 Penalty for false declaration

A person who intentionally makes a false declaration 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*:

- I am a parent of the child(ren) named in question 6.
- the information I have provided in this form is complete and correct.

#### 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.
- Services Australia can make relevant enquiries to make sure I receive the correct entitlement.
- giving false or misleading information is a serious offence.

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

### 9 Authorised person

Make sure you have read the **Privacy and your personal information** at question 7 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

### Returning this form

Return this form and a copy of any supporting documents:

- **online**, sign in to your Child Support online account or Express Plus Child Support mobile app and upload by selecting Upload documents. Select document type 'Birth certificate or parentage form'
- by post to  
Services Australia  
Child Support  
GPO Box 9815  
MELBOURNE VIC 3001
- by fax to 1300 309 949

You should keep a copy of this form for your records.

Regulation 7 of the *Statutory Declarations Regulations 2018* provides that only the following persons may witness this statutory declaration:

- (1) 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).
- (2) a person who, under a law of the Commonwealth, a state or territory, is currently licensed or registered to practice in Australia in an occupation listed below:
  - Architect
  - Chiropractor
  - Dentist
  - Financial adviser or financial planner
  - Legal practitioner
  - Medical practitioner
  - Midwife
  - Migration agent registered under Division 3 of Part 3 of the *Migration Act 1958*
  - Nurse
  - Occupational therapist
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - Veterinary surgeon.
- (3) a person who is listed below:
  - Accountant who is:
    - (a) a fellow of the National Tax Accountants' Association, or
    - (b) a member of any of the following:
      - i. Chartered Accountants Australia and New Zealand
      - ii. the Association of Taxation and Management Accountants
      - iii. CPA Australia
      - iv. the Institute of Public Accountants
  - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - APS employee engaged on an ongoing basis with 5 or more years of continuous service
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
  - Bailiff
  - Bank officer with 5 or more years of continuous 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 a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service
  - Employee of the Australian Trade and Investment 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 the employee's function at that place
  - Employee of the Commonwealth who is:
    - (a) at a place outside Australia, and
    - (b) authorised under paragraph 3(c) of the *Consular Fees Act 1955*, and
    - (c) exercising the employee's function at that place
  - Engineer who is:
    - (a) a member of Engineers Australia, other than at the grade of student, or
    - (b) a Registered Professional Engineer of Professionals Australia
    - (c) registered as an engineer under a law of the Commonwealth, a state or territory, or
    - (d) registered on the National Engineering Register by Engineers Australia
  - Finance company officer with 5 or more years of continuous service
  - Holder of a statutory office
  - Judge
  - 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 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 Australasian Institute of Mining and Metallurgy
  - Member of the Governance Institute of Australia Ltd
  - 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
  - Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
  - Notary public, including a notary public (however described) exercising functions at a place outside:
    - (a) the Commonwealth, and
    - (b) the external territories of the Commonwealth
  - 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) a state or territory or a state or territory authority, or
    - (b) a local government authoritywith 5 or more years of continuous service
  - 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 Commonwealth authority
  - Senior executive employee of a state or territory
  - SES employee of the Commonwealth
  - Sheriff
  - Sheriff's officer
  - Teacher employed on a permanent full-time basis or a part-time basis at a school or tertiary education institution.