

When to use this form



Use this form if you are claiming Double Orphan Pension for a child who is orphaned or not able to be cared for by their parents in some circumstances.

Important information

If any of the child(ren) you care for are orphans, you may be eligible for Double Orphan Pension.

For the purpose of this payment, a double orphan means:

- both parents are deceased, or
- one parent is deceased and the other parent is:
 - in prison for at least 10 years, or
 - held on remand and charged with an offence that may be punishable by imprisonment for a term of at least 10 years, or
 - in a psychiatric hospital or nursing home for an indefinite period of time, or
 - uncontactable, for example, whose whereabouts are unknown, or
- both parents live outside Australia or their whereabouts are unknown, and the child has been granted refugee status by the Australian Government, or admitted into Australia under a special humanitarian program approved by the Minister with portfolio responsibility and has not at any time lived in Australia with either or both parents.

Double Orphan Pension is **not** payable to either:

- carers who have formally adopted the child, or
- children 16 years or older who are no longer full-time secondary students.

Secondary students may be able to get a Low Income Health Care Card, Youth Allowance or ABSTUDY.

For more information about:

- Double Orphan Pension, go to servicesaustralia.gov.au/orphanpension
- Low Income Health Care Card, go to servicesaustralia.gov.au/lic
- Youth Allowance, go to servicesaustralia.gov.au/youthallowance
- ABSTUDY, go to servicesaustralia.gov.au/abstudy

Who is eligible for Double Orphan Pension?

To be eligible for Double Orphan Pension you must meet all of the following:

- you must have care of the child for 35% of the time or more (around 128 nights per year)
- the child must be an eligible Family Tax Benefit child, or would be except that the child, or someone on behalf of the child, is receiving payments under a prescribed educational scheme
- you and the child must satisfy Australian residence requirements
- the child must not be receiving a War Orphan Pension, Social Security income support payments, Youth Allowance, or some independent rate payments
- the child is considered your dependent.

Double Orphan Pension is a non-means tested payment. The income or assets test does not apply to a non-means tested payment.

For more information, go to servicesaustralia.gov.au/orphanpension

Keep these Notes (pages 1 to 4) for your information.

Australian residence requirements

To be eligible for Double Orphan Pension, you and the child must satisfy residence requirements. You must be living in Australia and either:

- be an Australian citizen
- hold a permanent visa
- have arrived on a New Zealand passport
- hold a certain temporary visa type, for example a Partner Provisional or Temporary Protection visa.

In deciding if you are living in Australia, we may need to look at the nature of your accommodation, the nature and extent of family relationships in Australia, the nature and extent of employment, business or financial ties with Australia, the frequency and duration of travel outside Australia and any other relevant matters.

Absences from Australia may affect your payments, for example, temporary visa holders may not be eligible for these payments during any absence from Australia. For more information, go to servicessaustralia.gov.au/paymentsoverseas

Eligible child for Family Tax Benefit

For Family Tax Benefit, an eligible child must:

- be 0 to 15 years, or
- be a young person 16 to 19 years who is in full-time secondary study leading towards a Year 12 or equivalent qualification or who is exempt from this requirement, and
- be in your care for at least 35% of the time and you must be responsible (whether alone or jointly with someone else) for their day-to-day care, welfare and development
- be an Australian resident or New Zealand citizen living in Australia or live with the person claiming family assistance
- not be your partner
- generally not be temporarily outside Australia for longer than 6 weeks
- not be receiving a Centrelink payment (for example, Youth Allowance).

For more information, go to servicessaustralia.gov.au/ftb

Foster children

If you care for a child who is not your biological or adopted child, you can apply for a Foster Child Health Care Card. You can lodge a claim for the Foster Child Health Care Card online.

Care can be under:

- formal arrangements (for example, through child protection or foster care agencies)
- informal arrangements (for example, the carer may be an aunt, uncle, grandparent or close family friend).

Care can be under formal arrangements (through child protection or foster care agencies) or informal arrangements – for example, the carer may be an aunt, uncle, grandparent or close family friend. You can claim the card on behalf of the child, even if you do not claim Family Tax Benefit for that child. The Foster Child Health Care Card is not means tested. For more information, go to servicessaustralia.gov.au/fosterchildcard

Double Orphan Pension recipients may be eligible to get a Foster Child Health Care Card for the child (orphan). For more information, go to servicessaustralia.gov.au/orphanpension

Adopted child

Carers who adopt a child are considered the parents and therefore the child **cannot** be a double orphan. Adoptive parents raise the adopted child as their own, and have the same legal rights as a biological or birth parent. Adoptions may occur in Australia or outside Australia. If you adopt the double orphan child, you must tell us of this change in your circumstances **within 14 days** to prevent being overpaid.

Definition of a parent

The term ‘parent’ refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an artificial conception procedure or where a surrogacy court order is in place).

Having a partner

We consider you to have a partner and be a member of a couple if you are either:

- married
- in a registered relationship. This is when your relationship is registered under a law of a state or territory.
- in a de facto relationship. This is when you and your partner are in a marriage like relationship but you are not married or in a registered relationship.

We may still consider you a member of a couple if you are not actually living with your partner. For example, your partner may fly-in fly-out or live away for work, like military or oil rig workers.

For more information, go to servicessaustralia.gov.au/moc

Partner permitted to enquire

Allowing your partner to enquire on your behalf may save you time when dealing with us. It will let you and your partner use more self-service functions online and over the phone.

If you give your partner **permission to enquire**, it will allow your partner to ask questions about your Centrelink payments and services. They could ask us:

- your current rate of payment
- the reason your payment has stopped
- the reason your payment has gone up or down (for example, income and assets, debt and back payment information).

They **can** tell us how much employment income you were paid, changes in your circumstances and view your details online.

They **cannot**:

- act on your behalf with Centrelink
- apply for payments for you
- fill in and sign forms and statements on your behalf
- come to appointments for you.

You have a right to have your personal information kept private. For more information, go to **servicesaustralia.gov.au/privacypolicy**

Changing your partner's permission to enquire is your choice and **you can change this** permission at any time.

If you think your partner is misusing the arrangement, call **132 850** or visit one of our service centres.

If you are affected by family and domestic violence, there is help available. Call **132 850** Monday to Friday, 8 am to 5 pm local time, and ask to speak to a social worker. Otherwise, you can contact 1800RESPECT (**1800 737 732**), a 24 hour service. If you are in immediate danger, call **000**. For more information, go to **servicesaustralia.gov.au/domesticviolence**

Social work services

A social worker can provide short-term counselling, support and information to help you through a difficult time. You can ask to speak with a social worker by calling your regular payment line or **132 850** Monday to Friday, 8 am to 5 pm local time.

For more information, go to **servicesaustralia.gov.au/socialwork**

Confirming your identity

As a customer you (and your partner) may be required to provide identity documents when claiming a service. For a list of acceptable documents, go to **servicesaustralia.gov.au/identity**

For more information

Go to **servicesaustralia.gov.au/orphanpension** or visit one of our service centres.

Call us on **1800 118 388**.



Information in your language

We can translate documents you need for your claim or payment for free.

To speak to us in your language, call **131 202**.



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 information about help with communication, go to **servicesaustralia.gov.au** and search 'other support and advice'.

English

To speak to us in your language, call **131 202**. Call charges may apply. For information in your language about our payments and services, go to **servicesaustralia.gov.au/yourlanguage**

Arabic

للتحدث إلينا بلغتك، اتصل على الرقم **131 202**. قد تفرض الرسوم على هذا الاتصال. للحصول على معلومات بلغتك عن المدفوعات والخدمات التي نقدمها، اطلع على الرابط **servicesaustralia.gov.au/yourlanguage**

Assyrian

دەستەبەجێ بێجە تێتێ دێتەجە، مەدە، بێد جەبەجە، بێتێ **131 202**. بێد جەبەجە، مەدە، بێد جەبەجە، بێتێ **servicesaustralia.gov.au/yourlanguage** دێتەجە

Burmese

ကျွန်ုပ်တို့အား သင့်ဘာသာစကားနှင့် ပြောဆိုရန် **131 202** ကို ဖုန်းခေါ်ပါ။ ဖုန်းခေါ်ခများ ပေးရန်ငွေလိုအပ်ပါသည်။ ကျွန်ုပ်တို့၏ ပေးငွေများနှင့် ဝန်ဆောင်မှုများအကြောင်းနှင့် ပတ်သက်သည့် အချက်အလက်များကို သင့်ဘာသာစကားနှင့် သိရန်အတွက် အောက်ပါရှိ ကြည့်ပါ။ **servicesaustralia.gov.au/yourlanguage**

Chaldean

دەستەبەجێ بێجە تێتێ دێتەجە، مەدە، بێد جەبەجە، بێتێ **131 202**. بێد جەبەجە، مەدە، بێد جەبەجە، بێتێ **servicesaustralia.gov.au/yourlanguage** دێتەجە

Chinese (Simplified)

如果您希望用自己的语言与我们交谈，请致电 **131 202**（可能需要收话费）。获取有关我们提供的各项福利金以及相关服务的中文资料可访问 **servicesaustralia.gov.au/yourlanguage**

Dari

برای صحبت کردن با ما به لسان خودتان، به شماره **131 202** زنگ بزنید. این مکالمه ممکن است برایتان خرج بردارد. برای معلومات بیشتر راجع به مساعدت های مالی و خدمات ما به لسان خودتان، به وبسایت **servicesaustralia.gov.au/yourlanguage** مراجعه کنید.

Hazaragi

بلدی ازیکه قد از مو د زیبون ازخود خو توره بوگین د شماره **131 202** زنگ بزیند. شاید سرشیم مصرف زنگ بایه. بلدی معلومات بیتشرد زیبون از خود د باره طریقه پیسه دیدون و خدمات از مو سر بزیند د ویبسایت **servicesaustralia.gov.au/yourlanguage**

Karen

လၢတၢ်ကကတၢ်တၢ်ဒီးပုလၢနကစၢ်အကျိၢ်ဒၣ်န့ၣ်န့ၣ်. ကိးဘၣ်လီၤတဲစိနီၣ်ဂီၢ် **131 202** န့ၣ်တက့ၢ်.တၢ်ကိးအလဲက အိၣ်ဒဲဒၣ်န့ၣ်လီၤလၢတၢ်ဂ့ၢ်တၢ်ကျိၢ်လၢနကျိၢ်ဒၣ်န့ၣ်လၢအ ဘၣ်ဃးဒီးပဘူလဲဒီးတၢ်မၤစၢၤအတၢ်ဖဲတၢ်မၤတဖၣ်အဂီၢ်. လဲၤဘၣ်ဆူ **servicesaustralia.gov.au/yourlanguage** န့ၣ်တက့ၢ်.

Khmer

ដើម្បីនិយាយមកកាន់យើងខ្ញុំជាភាសាលោកអ្នក សូមទូរសព្ទទៅលេខ **131 202**។ លោកអ្នកអាចបង់ ថ្លៃទូរសព្ទ។ ដើម្បីទទួលព័ត៌មានជាភាសាលោក អ្នកអំពីប្រាក់ផ្តល់និងសេវារបស់យើងខ្ញុំ សូមបើកមើល **servicesaustralia.gov.au/yourlanguage**

Korean

귀하의 언어로 통화하기를 원하시면, **131 202** 번으로 전화하십시오. 통화료가 부과될 수 있습니다. 귀하의 언어로 저희가 제공하는 급부금 및 서비스에 대한 정보를 찾아보기 원하시면, **servicesaustralia.gov.au/yourlanguage** 에 방문하십시오.

Kurdish (Kurmanji)

Ji bo ku bi zimanê xwe bi me re biaxivin, ev reqemên **131 202** re telefon bikin. Dibe ku bihayên telefon kirin were sepandin. Ji bo agahdariya di derbarê diravdanî û xizmetên me de herin li ser **servicesaustralia.gov.au/yourlanguage**

Nepali

तपाईंको आफ्नो भाषामा हामीसँग कुरा गर्न **131 202** मा फोन गर्नुहोस्। फोनको शुल्क लाग्न सक्छ। हाम्रो भुक्तानी र सेवाहरूको बारेमा तपाईंको आफ्नो भाषामा जानकारी पाउनको लागि, **servicesaustralia.gov.au/yourlanguage** मा जानुहोस्।

Persian (Farsi)

برای گفتگو با ما به زبان خود، با شماره **131 202** تماس بگیرید. ممکن است تماس هزینه داشته باشد. برای کسب اطلاعات درباره پرداخت‌ها و خدمات ما به زبان خود، به تارنمای **servicesaustralia.gov.au/yourlanguage** بروید.

Somali

Si aad noogula hadasho luqaddaada, wac **131 202**. Kharashyada wicitaanada ayaa la isticmaali karaa. Wixii macluumaadka luqaddaada ah ee ku saabsan lacag-bixinnadayada iyo adeegyadeyda, ka eeg **servicesaustralia.gov.au/yourlanguage**

Spanish

Para hablarnos en español llame al **131 202**. Puede que se le cobre la llamada. Obtenga información en español sobre nuestros pagos y servicios en **servicesaustralia.gov.au/yourlanguage**

Swahili

Kuongea nasi kutumia lugha yako, pigia simu **131 202**. Malipo ya simu yanaweza kutumika. Kupata habari katika lugha yako kuhusu malipo na huduma zetu, enda kwenye **servicesaustralia.gov.au/yourlanguage**

Turkish

Bizimle kendi dilinizde konuşmak için **131 202** numaralı telefonu arayın. Arama ücreti uygulanabilir. Ücretlerimiz ve hizmetlerimiz hakkında kendi dilinizde bilgi için şu siteye girin: **servicesaustralia.gov.au/yourlanguage**

Vietnamese

Muốn nói chuyện với chúng tôi bằng ngôn ngữ của mình, quý vị hãy gọi số **131 202**. Có thể bị tính cước gọi. Muốn biết thông tin bằng ngôn ngữ của mình về các khoản trợ cấp và dịch vụ của chúng tôi, quý vị hãy truy cập **servicesaustralia.gov.au/yourlanguage**

Filling in this form

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Where you see a box like this ☐ ► **Go to 1** skip to the question number shown.

This form should be completed by the person who usually cares for the child (orphan).

1 Read this before answering the following question.

Adoptive parents raise the adopted child as their own, and have the same legal rights as a biological or birth parent. Adoptions may occur in Australia or outside Australia.

Are you claiming for a child you have adopted?

No ☐ ► **Go to next question**

Yes ☐ ►  Do **not** continue with this form. You need to go online to claim family assistance.

You

2 Your Customer Reference Number (if known)

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3 Your name

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Other

Family name

First given name

Second given name

4 Your date of birth (DD MM YYYY)

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5 Do you need an interpreter?

Available in international, Indigenous, Auslan and other sign languages.

No ☐ ► **Go to 8**

Yes ☐ ► **Go to next question**

6 What is your preferred spoken language?

Your partner (if you have one)

2 Your partner's Customer Reference Number (if known)

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3 Your partner's name

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Other

Family name

First given name

Second given name

4 Your partner's date of birth (DD MM YYYY)

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5 Does your partner need an interpreter?

Available in international, Indigenous, Auslan and other sign languages.

No ☐ ► **Go to 8**

Yes ☐ ► **Go to next question**

6 What is your partner's preferred spoken language?



CLK0SC003 2607

You

7 What is your preferred written language?

8 Have you been known by any other name(s)?

Include:

- name at birth
- name before marriage
- previous married name
- Aboriginal or skin name
- alias
- adoptive name
- foster name.

No ☐ *Go to next question*

Yes ☐ Give details below

Other name

Type of name (for example, name at birth)

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

9 Your gender

Male ☐

Female ☐

Non-binary ☐

10 Your permanent address

Postcode

11 Your postal address (if different to above)

Postcode

Your partner (if you have one)

7 What is your partner's preferred written language?

8 Has your partner been known by any other name(s)?

Include:

- name at birth
- name before marriage
- previous married name
- Aboriginal or skin name
- alias
- adoptive name
- foster name.

No ☐ *Go to next question*

Yes ☐ Give details below

Other name

Type of name (for example, name at birth)

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

9 Your partner's gender

Male ☐

Female ☐

Non-binary ☐

10 Your partner's permanent address (if different to your address)

Postcode

11 Your partner's postal address (if different to above)

Postcode

12 Read this before answering the following question.

Provide at least one phone number we can contact you on during business hours and an email address.

Providing a mobile phone number or an email address means you may receive SMS or emails from us. To read the terms and conditions, go to **servicesaustralia.gov.au/em**

Your contact details

Home phone number (including area code)

Mobile phone number

Work phone number (including area code)

Email

13 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to Aboriginal and Torres Strait Islander Australians.

Are you of Aboriginal or Torres Strait Islander Australian descent?

If you are of both Aboriginal and Torres Strait Islander Australian descent, tick both 'Yes' boxes.

No ☐

Yes – Aboriginal Australian ☐

Yes – Torres Strait Islander Australian ☐

14 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to people of Australian South Sea Islander descent.

Australian South Sea Islanders are the descendants of Pacific Islander labourers brought from the Western Pacific in the 19th Century.

Are you of Australian South Sea Islander descent?

No ☐

Yes ☐

12 Read this before answering the following question.

Providing a mobile phone number or an email address means you may receive SMS or emails from us. To read the terms and conditions, go to **servicesaustralia.gov.au/em**

Tick this box, if your partner consents to receiving electronic messages from us ☐

Your partner's contact details

Home phone number (including area code)

Mobile phone number

Work phone number (including area code)

Email

13 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to Aboriginal and Torres Strait Islander Australians.

Is your partner of Aboriginal or Torres Strait Islander Australian descent?

If your partner is of both Aboriginal and Torres Strait Islander Australian descent, tick both 'Yes' boxes.

No ☐

Yes – Aboriginal Australian ☐

Yes – Torres Strait Islander Australian ☐

14 Read this before answering the following question.

This question is voluntary and will not affect your payment. If you do answer, the information will help us to continue to improve services to people of Australian South Sea Islander descent.

Australian South Sea Islanders are the descendants of Pacific Islander labourers brought from the Western Pacific in the 19th Century.

Is your partner of Australian South Sea Islander descent?

No ☐

Yes ☐

- 15** Tick **one** of the boxes below to tell us about your relationship status right now.

For more information about relationship status, see 'Having a partner' on page 2 of the **Notes**.

If you have ever been separated from your current partner, give the date that you most recently got back together (reconciled) with your partner.

This will update your Centrelink record only. If you need to call us to update your Medicare and/or Child Support record, go to servicesaustralia.gov.au/phoneus

Married

☐ Date married or last reconciled with your partner (DD MM YYYY)

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► **Go to 16**

Registered relationship

(your relationship is registered under Australian state or territory law)

☐ Date registered or last reconciled with your partner (DD MM YYYY)

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► **Go to 16**

De facto

(your relationship is similar to a married couple but you are not married or in a registered relationship)

☐ Date you started your relationship or last reconciled with your partner (DD MM YYYY)

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► **Go to 16**

Separated

(previously in a marriage, registered or de facto relationship)

☐ Date of last separation (DD MM YYYY)

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► **Go to 17**

Divorced

☐ Date of divorce (DD MM YYYY)

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► **Go to 17**

Widowed

(previously in a marriage, registered or de facto relationship)

☐ Date of partner's death (DD MM YYYY)

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► **Go to 17**

Never married or lived with a partner

☐ **Go to 17**

If none of the above describes your current relationship status, call us on **136 150**.

- 16** Do you give permission for your partner to speak with us on your behalf?

For more information, see 'Partner permitted to enquire' on page 3 of the **Notes**.

No ☐

Yes ☐

Residence details

- 17** What country are you currently living in?

This is the country where you normally live on a long term basis.

Australia ☐ **Go to next question**

Other ☐ Give country below

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- 18** Have you **ever** travelled outside Australia, including short trips and holidays?

This question will help us to verify your Australian residence.

No ☐ **Go to next question**

Yes ☐ Give details below

Year you last entered Australia

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 (YYYY)

Passport number

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Country of issue

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- 19** Are you an Australian citizen **who was born in Australia**?

No ☐



You will need to provide proof of your Australian residence status (for example, **citizenship papers, passport or other documentation**).

► **Go to next question**

Yes ☐ **Go to 26**

- 20** What is your country of birth?

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- 21** What is your country of citizenship?

Australia ☐ Date citizenship granted (DD MM YYYY)

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► **Go to 26**

Other ☐ Give details below

Country of citizenship

--

Date citizenship granted (DD MM YYYY)

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22 What type of visa did you arrive on?

Permanent ☐ Go to next question

Temporary ☐ Go to next question

New Zealand passport
(special Category visa) ☐ Go to 24

Not sure ☐ Go to 24

23 Your visa details on arrival

Visa subclass

Date visa granted (DD MM YYYY)

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24 Has your visa changed since you arrived in Australia?

No ☐ Go to next question

Yes ☐ Most recent visa details

Visa subclass

Date visa granted (DD MM YYYY)

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25 When did you most recently start living in Australia?

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 (DD MM YYYY)

26 Read this before answering the following question.

We need to know if you have lived in any countries other than Australia in the last 3 years. 'Lived' means where you made your home or spent a long period of time – it does not include places you visited for a holiday.

In the last 3 years have you lived outside Australia for any period?

No ☐ Go to next question

Yes ☐ List **all** countries you have lived in during the last 3 years and the date you started living in each country.

Include when you started living in **Australia**.

Do not include short trips or holidays.

1 Country

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Date from (DD MM YYYY)

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2 Country

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Date from (DD MM YYYY)

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3 Country

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Date from (DD MM YYYY)

--	--	--	--	--	--	--	--	--	--

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

Payment details

27 Do you currently get Family Tax Benefit?

No ☐ You may be eligible for Family Tax Benefit. You will need to complete a claim for family assistance by logging into your Centrelink online account through myGov.

Go to next question

Yes ☐ Any payment of Double Orphan Pension will be paid to the account given for Family Tax Benefit.

Go to 29

28 Where do you want your payment made?

The account must be in your name. A joint account is acceptable. It cannot be in a child's name unless you are the signatory or trustee.

Payments cannot be made into an account used exclusively for funding from the National Disability Insurance Scheme.

Name of bank, building society or credit union

--

Branch number (BSB)

--	--	--	--	--	--

Account number (this may not be your card number)

--

Account held in the name(s) of

You

29 Do you get any payments from the Department of Veterans' Affairs?

No ☐ Go to next question

Yes ☐ Give details below

Department of Veterans' Affairs reference number (if known)

Your partner (if you have one)

29 Does your partner get any payments from the Department of Veterans' Affairs?

No ☐ Go to next question

Yes ☐ Give details below

Department of Veterans' Affairs reference number (if known)

30 Give the following details about the child (orphan) you care for.

If you care for more than 2 children (orphans), copy and provide pages 7 to 12 for each additional child (orphan) before completing the details for child (orphan) 1.

Child (orphan) 1

31 Name of the child you care for

Family name

First given name

Second given name

32 Has this child been known by any other names?

No ☐ *Go to next question*

Yes ☐ List the other names

33 Child's gender

Male ☐

Female ☐

Non-binary ☐

34 Child's date of birth (DD MM YYYY)



You will need to provide proof of birth and parentage of the child (for example, birth certificate), if you have not already done so.

35 Child's address (if different to yours)

Postcode

36 What is this child's country of birth?

Child (orphan) 2

31 Name of the child you care for

Family name

First given name

Second given name

32 Has this child been known by any other names?

No ☐ *Go to next question*

Yes ☐ List the other names

33 Child's gender

Male ☐

Female ☐

Non-binary ☐

34 Child's date of birth (DD MM YYYY)



You will need to provide proof of birth and parentage of the child (for example, birth certificate), if you have not already done so.

35 Child's address (if different to yours)

Postcode

36 What is this child's country of birth?

Child (orphan) 1

- 37** Has this child **ever** travelled outside Australia, including short trips and holidays?

This question assists us to verify this child's Australian residence.

No ☐ *Go to next question*

Not applicable – never travelled to Australia ☐ *Go to next question*

Yes ☐ *Give details below*

Year child last entered Australia

(YYYY)

Passport number

Country of issue

- 38** Is this child a refugee?

No ☐ *Go to 44*

Yes ☐ *Go to next question*

- 39** How did this child gain refugee status?

Granted refugee status by the Australian Government ☐ *Go to next question*

Admitted into Australia as a refugee by the Australian Government ☐ *Go to next question*

Admitted into Australia under a Special Humanitarian Program ☐ *Give details below*

Name of the program

- 40** Date this child was granted refugee status or admitted to Australia

(DD MM YYYY)

- 41** Has this child ever lived in Australia with either of their parents?

The term 'parent' refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an artificial conception procedure or where a surrogacy court order is in place).

No ☐

Yes ☐

- 42** Do you have any documents which show this child's date of birth and refugee status (for example, passport, travel documents)?

No ☐ *Go to next question*

Yes ☐  You will need to provide the documents with this form.

Child (orphan) 2

- 37** Has this child **ever** travelled outside Australia, including short trips and holidays?

This question assists us to verify this child's Australian residence.

No ☐ *Go to next question*

Not applicable – never travelled to Australia ☐ *Go to next question*

Yes ☐ *Give details below*

Year child last entered Australia

(YYYY)

Passport number

Country of issue

- 38** Is this child a refugee?

No ☐ *Go to 44*

Yes ☐ *Go to next question*

- 39** How did this child gain refugee status?

Granted refugee status by the Australian Government ☐ *Go to next question*

Admitted into Australia as a refugee by the Australian Government ☐ *Go to next question*

Admitted into Australia under a Special Humanitarian Program ☐ *Give details below*

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- 41** Has this child ever lived in Australia with either of their parents?

The term 'parent' refers to a natural, adoptive or relationship parent (a person who is legally responsible for a child born through an artificial conception procedure or where a surrogacy court order is in place).

No ☐

Yes ☐

- 42** Do you have any documents which show this child's date of birth and refugee status (for example, passport, travel documents)?

No ☐ *Go to next question*

Yes ☐  You will need to provide the documents with this form.

Child (orphan) 1

- 43** If either of the parents are outside Australia, do they intend on coming to Australia to live?

No ☐ Go to next question

Not sure ☐ Go to next question

Yes ☐ On what date (DD MM YYYY)

--	--	--	--	--

- 44** Your relationship to this child

Grandparent ☐ Go to next question

Foster parent ☐ Go to next question

Other ☐ Specify

--

- 45** Date this child came into your care

--	--	--	--	--

 (DD MM YYYY)

- 46** Who cared for this child before you?

Name

Address

Postcode

- 47** Do you have legal or other documents to support the change of care?

No ☐ Go to next question

Yes ☐  Provide a copy.

- 48** How long will this child be in your care (for example, number of weeks or months or indefinitely)?

Child (orphan) 2

- 43** If either of the parents are outside Australia, do they intend on coming to Australia to live?

No ☐ Go to next question

Not sure ☐ Go to next question

Yes ☐ On what date (DD MM YYYY)

--	--	--	--	--

- 44** Your relationship to this child

Grandparent ☐ Go to next question

Foster parent ☐ Go to next question

Other ☐ Specify

--

- 45** Date this child came into your care

--	--	--	--	--

 (DD MM YYYY)

- 46** Who cared for this child before you?

Name

Address

Postcode

- 47** Do you have legal or other documents to support the change of care?

No ☐ Go to next question

Yes ☐  Provide a copy.

- 48** How long will this child be in your care (for example, number of weeks or months or indefinitely)?

Child (orphan) 1

- 49** Does this child spend time with someone other than you and/or your current partner (for example, weekends, school holidays)?

No ☐ **Go to 59**

Yes ☐ Who does this child stay with when not with you?

Name

Address

Postcode

Phone number (including area code)

- 50** Your care period

Date the current care arrangement started

 (DD MM YYYY)

Date these arrangements are expected to end or change

 (DD MM YYYY)

or Indefinite/ongoing ☐

You must tell us if there is a significant change in the care arrangements.

- 51** Do you have a parenting plan, court order or written agreement that shows where this child stays?

No ☐ **Go to 53**

Yes ☐  Provide a copy of the parenting plan, court order or written agreement, if you have not already done so.

- 52** Are the arrangements in the parenting plan, court order or written agreement being followed?

No ☐ **Go to next question**

Yes ☐ **Go to 58**

- 53** Do you know what percentage of care you will have for the care period in question 50?

No ☐ **Go to 56**

Yes ☐ **Go to next question**

- 54** What percentage of care will you have during the care period stated in question 50?

 %

- 55** What percentage of care will the other carer or guardian of this child have during the care period stated in question 50?

 % **Go to 59**

Child (orphan) 2

- 49** Does this child spend time with someone other than you and/or your current partner (for example, weekends, school holidays)?

No ☐ **Go to 59**

Yes ☐ Who does this child stay with when not with you?

Name

Address

Postcode

Phone number (including area code)

- 50** Your care period

Date the current care arrangement started

 (DD MM YYYY)

Date these arrangements are expected to end or change

 (DD MM YYYY)

or Indefinite/ongoing ☐

You must tell us if there is a significant change in the care arrangements.

- 51** Do you have a parenting plan, court order or written agreement that shows where this child stays?

No ☐ **Go to 53**

Yes ☐  Provide a copy of the parenting plan, court order or written agreement, if you have not already done so.

- 52** Are the arrangements in the parenting plan, court order or written agreement being followed?

No ☐ **Go to next question**

Yes ☐ **Go to 58**

- 53** Do you know what percentage of care you will have for the care period in question 50?

No ☐ **Go to 56**

Yes ☐ **Go to next question**

- 54** What percentage of care will you have during the care period stated in question 50?

 %

- 55** What percentage of care will the other carer or guardian of this child have during the care period stated in question 50?

 % **Go to 59**

Child (orphan) 1

- 56** How long will this child be with you for the care period in question 50?

- 57** How long will this child be with the other carer or guardian for the care period in question 50?

of Figure

- 58** You can provide further information about the care arrangements for this child.

[illegible]

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

Child (orphan) 2

- 56** How long will this child be with you for the care period in question 50?

11/11/2019

- 57** How long will this child be with the other carer or guardian for the care period in question 50?

□

- 58** You can provide further information about the care arrangements for this child.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is a vertical margin line on the left side, creating a narrow left margin. The paper appears to be from a notebook or a standard ruled sheet of paper.

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

Child (orphan) 1

59 Do you or any other person intend to adopt this child?

No ☐ Go to next question

Yes ☐ Give details below

60 Has this child claimed or do they get any Centrelink payments or a payment from another government department (for example, Youth Allowance, ABSTUDY, Department of Veterans' Affairs Orphan's Pension or Veterans' Children Education Scheme)?

If they have claimed but not received any payments, you should answer 'Yes'.

Double Orphan Pension is not paid for recipients of Youth Allowance, some independent rate payments or Department of Veterans' Affairs Orphan's Pension.

No ☐ Go to next question

Yes ☐ Type of payment

Reference number

Amount received fortnightly

\$

61 Is this child a foster child and you wish to claim a Health Care Card for them?

A 'foster child' is any child in your care other than your natural or adopted child.

No ☐ Go to next question

Yes ☐ You may need to provide identity documents for you and your foster child.

If you are not receiving Family Tax Benefit for this child, you can claim a Foster Child Health Care Card by completing a **Claim for a Health Care Card (SS050)** form or going to **servicesaustralia.gov.au/fosterchildcard**

Child (orphan) 2

59 Do you or any other person intend to adopt this child?

No ☐ Go to next question

Yes ☐ Give details below

60 Has this child claimed or do they get any Centrelink payments or a payment from another government department (for example, Youth Allowance, ABSTUDY, Department of Veterans' Affairs Orphan's Pension or Veterans' Children Education Scheme)?

If they have claimed but not received any payments, you should answer 'Yes'.

Double Orphan Pension is not paid for recipients of Youth Allowance, some independent rate payments or Department of Veterans' Affairs Orphan's Pension.

No ☐ Go to next question

Yes ☐ Type of payment

Reference number

Amount received fortnightly

\$

61 Is this child a foster child and you wish to claim a Health Care Card for them?

A 'foster child' is any child in your care other than your natural or adopted child.

No ☐ Go to next question

Yes ☐ You may need to provide identity documents for you and your foster child.

If you are not receiving Family Tax Benefit for this child, you can claim a Foster Child Health Care Card by completing a **Claim for a Health Care Card (SS050)** form or going to **servicesaustralia.gov.au/fosterchildcard**

62 Do you care for more than one child (orphan)?

No ☐ **Go to next question**

Yes ☐

Questions **63** to **74** are about the parents of the **child (orphan) 1**, that you care for.

Questions **77** to **88** are about the parents of the **child (orphan) 2**, that you care for.

If you care for more than 2 orphans and they have different parents, copy and provide pages 13 and 15 for each additional child (orphan) before completing the details for child's (orphan) 1 – parents.

Go to next question

Provide details of the child's (orphan) 1 – parents

Parent 1 of child (orphan) 1

63 Do you or the child know the identity of parent 1?

No ☐ **Go to 75**

Yes ☐ **Go to next question**

64 Name of child's parent

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Other

Family name

First given name

Second given name

65 Date of birth of this parent (DD MM YYYY)

--	--	--	--	--	--	--	--	--	--

66 Is this parent deceased?

No ☐ **Go to 68**

Yes ☐ Date of death (DD MM YYYY)

--	--	--	--	--	--	--	--	--	--

Place of death

67 Do you have a death certificate, coroner's report, funeral notice (including paper and date published), police reports or similar documents which show date of death?

For Aboriginal or Torres Strait Islander people, a letter signed by the Chairperson of an Aboriginal or Torres Strait Islander incorporated organisation may be accepted.

No ☐ **Go to 75**

Yes ☐



You will need to provide the documents with this form.

Go to 75

Parent 2 of child (orphan) 1

63 Do you or the child know the identity of parent 2?

No ☐ **Go to 75**

Yes ☐ **Go to next question**

64 Name of child's parent

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Other

Family name

First given name

Second given name

65 Date of birth of this parent (DD MM YYYY)

--	--	--	--	--	--	--	--	--	--

66 Is this parent deceased?

No ☐ **Go to 68**

Yes ☐ Date of death (DD MM YYYY)

--	--	--	--	--	--	--	--	--	--

Place of death

67 Do you have a death certificate, coroner's report, funeral notice (including paper and date published), police reports or similar documents which show date of death?

For Aboriginal or Torres Strait Islander people, a letter signed by the Chairperson of an Aboriginal or Torres Strait Islander incorporated organisation may be accepted.

No ☐ **Go to 75**

Yes ☐



You will need to provide the documents with this form.

Go to 75

Parent 1 of child (orphan) 1

68 Is this parent serving a prison sentence of 10 years or more?

No ☐ **Go to next question**

Yes ☐



You will need to provide evidence. Evidence can include a letter from the prison, court documents or the name of the facility where the parent is being held.

Go to 75

69 Is this parent being held on remand having been charged (but not yet convicted) with an offence that may be punishable by imprisonment for a term of at least 10 years?

No ☐ **Go to next question**

Yes ☐



You will need to provide evidence. Evidence can include a letter from the prison, court documents or the name of the facility where the parent is being held.

Go to 75

70 Read this before answering the following question.

An indefinite 'period of time' is when the individual is expected to remain in the psychiatric hospital or nursing home for the foreseeable future.

Is this parent in a psychiatric hospital or nursing home for an indefinite period of time?

No ☐ **Go to next question**

Yes ☐



You will need to provide evidence. Evidence can include a letter from the psychiatric hospital or nursing home, court documents or the name of the facility where the parent is being held.

Go to 75

71 Do you or the child know the whereabouts of this parent?

No ☐ **Go to 73**

Yes ☐ **Go to next question**

72 Do you or the child know the address or contact details for this parent?

No ☐ **Go to next question**

Yes ☐ Give details below

Address

Postcode

Contact phone number (including area code)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Parent 2 of child (orphan) 1

68 Is this parent serving a prison sentence of 10 years or more?

No ☐ **Go to next question**

Yes ☐



You will need to provide evidence. Evidence can include a letter from the prison, court documents or the name of the facility where the parent is being held.

Go to 75

69 Is this parent being held on remand having been charged (but not yet convicted) with an offence that may be punishable by imprisonment for a term of at least 10 years?

No ☐ **Go to next question**

Yes ☐



You will need to provide evidence. Evidence can include a letter from the prison, court documents or the name of the facility where the parent is being held.

Go to 75

70 Read this before answering the following question.

An indefinite 'period of time' is when the individual is expected to remain in the psychiatric hospital or nursing home for the foreseeable future.

Is this parent in a psychiatric hospital or nursing home for an indefinite period of time?

No ☐ **Go to next question**

Yes ☐



You will need to provide evidence. Evidence can include a letter from the psychiatric hospital or nursing home, court documents or the name of the facility where the parent is being held.

Go to 75

71 Do you or the child know the whereabouts of this parent?

No ☐ **Go to 73**

Yes ☐ **Go to next question**

72 Do you or the child know the address or contact details for this parent?

No ☐ **Go to next question**

Yes ☐ Give details below

Address

Postcode

Contact phone number (including area code)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

73 What attempts have you made to locate or contact this parent (or provide the reason why you have not made contact)?

[illegible]

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

74 When was the last contact with this parent?

____ (DD MM YYYY)

73 What attempts have you made to locate or contact this parent (or provide the reason why you have not made contact)?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is a solid vertical line on the left side, creating a margin. The paper appears to be from a notebook or a standard sheet of stationery.

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

74 When was the last contact with this parent?

____ (DD MM YYYY)

75 Did you answer at question 62, you care for **more** than one child (orphan)?

No ☐ **Go to 89**

Yes ☐ **Go to next question**

76 Does the child (orphan) 2 you care for have the same parents as the child (orphan) 1?

No ☐ Questions **77 to 88** are about the parents of the **child (orphan) 2**.

If you care for more than 2 orphans and they have different parents, copy and provide pages 16 and 18 for each additional child (orphan) before completing the details for child's (orphan) 2 – parents.

▶ **Go to next question**

Yes ☐ You only need to give the child's (orphans') parents' details once.

▶ **Go to 89**

Provide details of the child's (orphan) 2 – parents

Parent 1 of child (orphan) 2

77 Do you or the child know the identity of parent 1?

No ☐ **Go to 89**

Yes ☐ **Go to next question**

78 Name of child's parent

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Other

Family name

First given name

Second given name

79 Date of birth of this parent (DD MM YYYY)

80 Is this parent deceased?

No ☐ **Go to 82**

Yes ☐ Date of death (DD MM YYYY)

Place of death

81 Do you have a death certificate, coroner's report, funeral notice (including paper and date published), police reports or similar documents which show date of death?

For Aboriginal or Torres Strait Islander people, a letter signed by the Chairperson of an Aboriginal or Torres Strait Islander incorporated organisation may be accepted.

No ☐ **Go to 89**

Yes ☐  You will need to provide the documents with this form.
▶ **Go to 89**

Parent 2 of child (orphan) 2

77 Do you or the child know the identity of parent 2?

No ☐ **Go to 89**

Yes ☐ **Go to next question**

78 Name of child's parent

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Other

Family name

First given name

Second given name

79 Date of birth of this parent (DD MM YYYY)

80 Is this parent deceased?

No ☐ **Go to 82**

Yes ☐ Date of death (DD MM YYYY)

Place of death

81 Do you have a death certificate, coroner's report, funeral notice (including paper and date published), police reports or similar documents which show date of death?

For Aboriginal or Torres Strait Islander people, a letter signed by the Chairperson of an Aboriginal or Torres Strait Islander incorporated organisation may be accepted.

No ☐ **Go to 89**

Yes ☐  You will need to provide the documents with this form.
▶ **Go to 89**

Parent 1 of child (orphan) 2

87 What attempts have you made to locate or contact this parent (or provide the reason why you have not made contact)?

[illegible]

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

88 When was the last contact with this parent?

____ (DD MM YYYY)

Parent 2 of child (orphan) 2

87 What attempts have you made to locate or contact this parent (or provide the reason why you have not made contact)?

[illegible]

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

88 When was the last contact with this parent?

____ (DD MM YYYY)

89 Which of the following documents are you providing with this form?

Where you are asked to supply documents, **provide original documents**.

If you are not sure, check the question to see if you should provide the documents.

Proof of your Australian residence status (If you answered No at question 19)	☐
Proof of the child's birth and parentage (such as the child's full birth certificate) (at question 34)	☐
Documents which confirm the child's date of birth and refugee status (If you answered Yes at question 42)	☐
Copy of legal or other document to support change of care (If you answered Yes at question 47)	☐
Copy of the parenting plan or court order, if you have not already done so (If you answered Yes at question 51)	☐
Documents which confirm date of death of parent 1 (If you answered Yes at question 67 and/or 81)	☐
Documents which confirm date of death of parent 2 (If you answered Yes at question 67 and/or 81)	☐
Documents which confirm surviving parent is serving a prison sentence of 10 years or more. (If you answered Yes at question 68)	☐
Documents which confirm surviving parent is held on remand charged with an offence punishable by imprisonment for 10 years or more. (If you answered Yes at question 69)	☐
Documents which confirm surviving parent is in a psychiatric hospital or nursing home for an indefinite period. (If you answered Yes at question 70)	☐
Documents which confirm surviving parent is serving a prison sentence of 10 years or more. (If you answered Yes at question 82)	☐
Documents which confirm surviving parent is held on remand charged with an offence punishable by imprisonment for 10 years or more. (If you answered Yes at question 83)	☐
Documents which confirm surviving parent is in a psychiatric hospital or nursing home for an indefinite period. (If you answered Yes at question 84)	☐

Privacy notice

90 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

Declaration

91 This declaration must be read and signed by you and your partner (if you have one).

I declare that:

- the information I have provided in this form is complete and correct.

I understand that:

- I must return **all** supporting documents at the same time as I lodge my claim form. If I do not return all documents, my claim may not be accepted. The only exception will be if I am waiting for medical evidence or other documents from a third party
- Services Australia can make relevant enquiries to make sure I receive the correct entitlement
- giving false or misleading information is a serious offence.

I certify that:

- if I answered No to question 63 and/or 77, the identity of the living parent(s) are unknown
- if I answered No to question 71 and/or 85, the whereabouts of the living parent(s) are unknown.

Your signature



Date (DD MM YYYY)

Your partner's signature (if applicable)



Date (DD MM YYYY)

Returning this form

Return this form and any supporting documents:

- online** (excluding identity documents) using your Centrelink online account. For more information, go to servicesaustralia.gov.au/centrelinkuploaddocs
- by post to
Services Australia
Families
PO Box 7802
CANBERRA BC ACT 2610
- in person at one of our service centres.