

When to use this form



Use this form if you are claiming Double Orphan Pension for a child who is orphaned or unable to be cared for by their parents in some circumstances.

Online services



Completing this form online is faster and easier.

You can claim for Double Orphan Pension using your Centrelink online account through myGov. For help, go to servicessaustralia.gov.au/onlineguides

If you do not have a myGov account, you can create one at my.gov.au and link it to your Centrelink online account.

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 of age or over 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 servicessaustralia.gov.au/orphanpension
- Low Income Health Care Card, go to servicessaustralia.gov.au/lic
- Youth Allowance, go to servicessaustralia.gov.au/youthallowance
- ABSTUDY, go to servicessaustralia.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 servicessaustralia.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

An eligible child for the purposes of Family Tax Benefit must:

- be 0 to 15 years of age, or
- be a young person 16 to 19 years of age 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, such as Youth Allowance.

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

Foster children

If you care for a foster 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 (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/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

You have a partner if we consider you a member of a couple. We consider you a member of a couple if you are either:

- married
- in a registered relationship, or
- in a de facto relationship.

A registered relationship is where your relationship is registered under a law of a state or territory. A de facto relationship is where you and your partner are in a relationship similar to a married couple but are not married or in a registered relationship.

We may still consider you a member of a couple if you are not physically 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 you earned, 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 servicessaustralia.gov.au/privacy

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.

For more information, go to servicessaustralia.gov.au/domesticviolence or if you are in immediate danger, call **000**.

Social Work Service

Caring for children can be challenging, especially at times of change such as family crisis. We have Social Workers who will listen, give support and help you work out some options.

To arrange to talk with a Social Worker, call us on **132 850**.

Confirming your identity

As a customer you (and your partner) may be required to provide identity documents when claiming a service. There is a list of acceptable documents in the **Confirming your Identity (SS231)** form. If you do not have this form, go to servicessaustralia.gov.au/identity

For more information

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

Call us on **1800 118 388**.

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

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

Call charges may apply.

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



centrelink

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 a foreign country.

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 Do you need an interpreter when dealing with us?

This includes an interpreter for people who have a hearing or speech impairment.

No ► **Go to 5**

Yes ► Go to next question

3 What is your preferred spoken language?

4 What is your preferred written language?

5 Your Customer Reference Number (if known)

 - - -

6 Your name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name

Your partner (if you have one)

2 Does your partner need an interpreter when dealing with us?

This includes an interpreter for people who have a hearing or speech impairment.

No ► **Go to 5**

Yes ► Go to next question

3 What is your partner's preferred spoken language?

4 What is your partner's preferred written language?

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

 - - -

6 Your partner's name

Mr Mrs Miss Ms Other

Family name

First given name

Second given name



CLK0SC003 2107

You

7 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.

8 Your gender

Male

Female

9 Your date of birth

10 Your permanent address

11 Your postal address (if different to above)

Your partner (if you have one)

7 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.

8 Your partner's gender

Male

Female

9 Your partner's date of birth

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

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

You

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 ()

Is this a silent number? No Yes

Mobile phone number

Is this a silent number? No Yes

Work phone number

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

Your partner (if you have one)

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 ()

Is this a silent number? No Yes

Mobile phone number

Is this a silent number? No Yes

Work phone number

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.

If you have **ever been separated**, give the date that you most recently reconciled with your partner.

Married

Date married or reconciled with your partner

/ /

▶ **Go to 16**

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

Date registered or reconciled with your partner

/ /

▶ **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 reconciled with your partner

/ /

▶ **Go to 16**

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

Date of last separation

/ /

▶ **Go to 17**

Divorced

Date of divorce

/ /

▶ **Go to 17**

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

Date of partner's death

/ /

▶ **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, read **Partner Permitted to Enquire** on page Notes—3.

No

Yes

Residence details

17 What country are you currently living in?

The country of residence is where you normally live on a long term basis.

Australia **Go to next question**

Other Country of residence

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

Passport number

Country of issue

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?

21 What is your country of citizenship?

Australia Date citizenship granted

/ /

▶ **Go to 26**

Other Give details below

Country of citizenship

Date citizenship granted

/ /

22 What type of visa did you arrive on?

Permanent **Go to next question**

Temporary **Go to next question**

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

Not sure **Go to 24**

23 Your visa details on arrival

Visa subclass

Date visa granted

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

25 When did you most recently start living in Australia?

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 or your family 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.

Country	Date from
	/ /
	/ /
	/ /
	/ /
	/ /

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 or complete and return a **Claim for Parental Leave Pay and Family Tax Benefit (FA100)** form.

▶ 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

34 Child's date of birth

 You will need to provide proof of birth and parentage of the child (such as a 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

34 Child's date of birth

 You will need to provide proof of birth and parentage of the child (such as a 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

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

- 41** Has this child ever lived in Australia with either of his/her 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

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

- 41** Has this child ever lived in Australia with either of his/her 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

/ /

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

/ /

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

/ /

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

/ /

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

50 Your care period

Date the current care arrangement started

Date these arrangements are expected to end or change

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

50 Your care period

Date the current care arrangement started

Date these arrangements are expected to end or change

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

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 going to servicessaustralia.gov.au/fosterchildcard or by completing a **Claim for a Health Care Card (SS050)** form.

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 going to servicessaustralia.gov.au/fosterchildcard or by completing a **Claim for a Health Care Card (SS050)** form.

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 14 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 Other

Family name

First given name

Second given name

65 Date of birth of this parent

66 Is this parent deceased?

No Go to 68

Yes Date of death

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

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

No Go to next question

Yes Go to 72

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 Other

Family name

First given name

Second given name

65 Date of birth of this parent

66 Is this parent deceased?

No Go to 68

Yes Date of death

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

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

No Go to next question

Yes Go to 72

75 Did you indicate 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 15 and 16 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 Other

Family name

First given name

Second given name

79 Date of birth of this parent

/ /

80 Is this parent deceased?

No **Go to 82**

Yes Date of death

/ /

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 Other

Family name

First given name

Second given name

79 Date of birth of this parent

/ /

80 Is this parent deceased?

No **Go to 82**

Yes Date of death

/ /

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

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)	<input type="checkbox"/>
Proof of the child's birth and parentage (such as the child's full birth certificate) (at question 34)	<input type="checkbox"/>
Documents which confirm the child's date of birth and refugee status (If you answered Yes at question 42)	<input type="checkbox"/>
Copy of legal or other document to support change of care (If you answered Yes at question 47)	<input type="checkbox"/>
Copy of the parenting plan or court order, if you have not already done so (If you answered Yes at question 51)	<input type="checkbox"/>
Documents which confirm date of death of parent 1 (If you answered Yes at question 67 and/or 81)	<input type="checkbox"/>
Documents which confirm date of death of parent 2 (If you answered Yes at question 67 and/or 81)	<input type="checkbox"/>

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 need to 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/privacy

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.
- Centrelink 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

/ /

Your partner's signature (if applicable)



Date

/ /

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, if you are unable to use your Centrelink online account.