

About this form

There are special rules for claiming Child Benefit for people coming from abroad. You can find more information about this at www.hmrc.gov.uk/childbenefit

Once you have completed this form, you must sign and date it, then send it back to us with your Child Benefit claim form.

The information you give us on this form may be used to help us deal with any tax credits claim you make.

To find out what you can expect from us and what we expect from you go to www.hmrc.gov.uk/charter and have a look at *Your Charter*.

Your details

Surname

First Name(s)

Address

Date of birth *DD MM YYYY*

National Insurance number

Telephone number for contact

Please tell us the best time to contact you

About you

What is your nationality? *If you have dual nationality please tell us the names of both countries*

About you

On what date did you last arrive in the UK? DD MM YYYY

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

What dates have you been in the UK since [\(Please see help card Section 2 for date\)](#)

From DD MM YYYY

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

To DD MM YYYY

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

From DD MM YYYY

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

To DD MM YYYY

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

From DD MM YYYY

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

To DD MM YYYY

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

From DD MM YYYY

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

To DD MM YYYY

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

Tell us which country or countries you have lived in and the dates you were there

Country 1

Country 2

From DD MM YYYY

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

To DD MM YYYY

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

From DD MM YYYY

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

To DD MM YYYY

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

How long do you intend to live in the UK?

--

What are your NIP and PESEL numbers?

NIP

PESEL

Please give the name of the voivodship (województwo) you were resident in when you lived in Poland

--

What was your last address in the country you were living in?

Address

About you

Have you lived with your partner in the UK before?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, were you living with your partner when you last arrived in the UK?
	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Are you a student?

No	<input type="checkbox"/>	If No, go to section About your money
Yes	<input type="checkbox"/>	

Do you have Comprehensive Sickness Insurance (CSI) in the UK for yourself?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	Please send the original insurance document with this form (we can not accept photocopies)

If you have CSI, it must be renewed each year as the previous one expires. If you do not renew it you must tell us straight away.

About your money

Do **not** complete if you are employed or self-employed.

Do you have any other money apart from what you may have already told us about, that you use to support yourself and your family? For example, savings, child maintenance payments, and so on.

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, please give details

Income Type	Amount (£)	How often do you receive this money? <i>For example, weekly, monthly</i>

Do you have Comprehensive Sickness Insurance (CSI) in the UK for yourself and your family members?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	Please send the original insurance document with this form (we can not accept photocopies)

If you have CSI, it must be renewed each year as the previous one expires. If you do not renew it you must tell us straight away.

About your work in the UK

Have you been employed or self-employed at any time since [\(Please see help card Section 3 for date\)](#)

No	<input type="checkbox"/>	If No, go to the section About looking for work in the UK
Yes	<input type="checkbox"/>	If Yes, on what date did you start this work? <i>DD MM YYYY</i>

What is your employer's full name and address? If self-employed write 'self-employed' and tell us the address from which you are working

Name
Address
Postcode

If you have worked for more than one employer, please tell us the names, addresses and dates you worked in the box below

Have you, or will you pay UK National Insurance contributions through your employer or by yourself if you are self-employed?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, from what date will you pay National Insurance contributions? <i>DD MM YYYY</i>

Have you registered with HM Revenue & Customs for self-assessment?

Only complete if you are self-employed

No Yes

About your work in the UK

Are you registered with any of the Home Office employment schemes listed below?

Do not complete if you are self-employed.

- the Worker Registration Scheme
- the Worker Authorisation Scheme
- the Seasonal Agricultural Workers Scheme
- the Sectors Based Scheme
- the Highly Skilled Migrant programme

No	<input type="checkbox"/>	
----	--------------------------	--

Yes	<input type="checkbox"/>	If Yes, tell us the name of the employment scheme and your unique reference number
-----	--------------------------	--

Scheme

Reference number

Are you exempt from registration?

No	<input type="checkbox"/>	
----	--------------------------	--

Yes	<input type="checkbox"/>	If Yes, please tell us why
-----	--------------------------	----------------------------

About looking for work in the UK

Are you or have you previously been actively looking for work?

No	<input type="checkbox"/>	If No, go to the section About your work abroad
----	--------------------------	--

Yes	<input type="checkbox"/>	If Yes, tell us the dates you were looking for work
-----	--------------------------	---

Start date DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

End date DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Start date DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

End date DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

About looking for work in the UK

Have you registered with Jobcentre Plus?

Yes If Yes, tell us the dates of any periods you were registered below

Start date *DD MM YYYY*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

End date *DD MM YYYY*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Start date *DD MM YYYY*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

End date *DD MM YYYY*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

No If No, please tell us why

About your work abroad

Were you a Crown Servant posted overseas?

No Yes

If Yes, were you present and 'ordinarily resident' in the UK prior to that posting?

By '*ordinarily resident*' we mean:

- if you are resident in the UK year after year you will normally be treated as 'ordinarily resident'
- you are treated as ordinarily resident in the UK from the date you arrive if it's clear that you intend to stay for at least three years
- you were present in the UK immediately prior to the posting.

No Yes

Were you working in the country you were living in?

No <input type="checkbox"/>	If No, go to the section About benefits claimed in the UK
-----------------------------	--

Yes <input type="checkbox"/>	If Yes, tell us the full name and address of your employer
------------------------------	--

Name

Address

--

--

--

About your work abroad

If you were employed in the country you were living in, please tell us the dates of your employment.

From DD MM YYYY

To DD MM YYYY

Under which countries did you pay National Insurance contributions?

If you were paying UK National Insurance contributions do you have a certificate E101, E102 or A1?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, please send us a copy with this form

About benefits claimed in the UK

Have you claimed or received any contribution-based benefits (for example contribution-based Jobseeker's Allowance or contribution-based Employment and Support Allowance) since [\(Please see help card Section 5 for date\)](#)?

No	<input type="checkbox"/>	If No, go to the section About benefits claimed abroad
Yes	<input type="checkbox"/>	If Yes, please tell us the name of the benefit

What date was it awarded to you? DD MM YYYY

Has the benefit stopped?

No

Yes

If the benefit has stopped have you appealed against the decision to stop the benefit?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, has your appeal been heard by a tribunal yet?

No

Yes

If you have appealed did you win the appeal?

No

Yes

If your appeal has not yet been heard please let us know the outcome

About your partner

Do you have a partner?

No	<input type="checkbox"/>	If No, go to the section About your children
Yes	<input type="checkbox"/>	If Yes, what is their full name? <input type="text"/>

What is their nationality? *If they have dual nationality please tell us the names of both countries*

Country 1	<input type="text"/>
Country 2	<input type="text"/>

What is their date of birth? *DD MM YYYY*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

What is their National Insurance number?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

On what date did your partner last arrive in the UK? *DD MM YYYY*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

What dates has your partner been in the UK since [\(Please see help card Section 7 for date\)?](#)

From <i>DD MM YYYY</i>	To <i>DD MM YYYY</i>
<input type="text"/>	<input type="text"/>
From <i>DD MM YYYY</i>	To <i>DD MM YYYY</i>
<input type="text"/>	<input type="text"/>
From <i>DD MM YYYY</i>	To <i>DD MM YYYY</i>
<input type="text"/>	<input type="text"/>
From <i>DD MM YYYY</i>	To <i>DD MM YYYY</i>
<input type="text"/>	<input type="text"/>

Tell us which country or countries your partner has been in and the dates they were there

Country 1	<input type="text"/>
Country 2	<input type="text"/>
From <i>DD MM YYYY</i>	To <i>DD MM YYYY</i>
<input type="text"/>	<input type="text"/>
From <i>DD MM YYYY</i>	To <i>DD MM YYYY</i>
<input type="text"/>	<input type="text"/>

Is your partner a student?

No Yes

About your partner

What are your partner's NIP and PESEL numbers?

NIP

PESEL

Does your partner have any other income that you use to support yourself and your family? *Only complete if your partner is not employed or self-employed in the UK*

No	<input type="checkbox"/>	If No, go to the section About your children
Yes	<input type="checkbox"/>	If Yes, please tell us what this income is and how much is received each month

About your partner's work in the UK

Has your partner been employed or self-employed in the UK at any time since [\(Please see help card Section 8 for date\)](#)?

No	<input type="checkbox"/>	If No, go to the section About your partner's benefits claimed in the UK
Yes	<input type="checkbox"/>	If Yes, on what date did your partner start this employment or self-employment? <i>DD MM YYYY</i>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

What is their employer's full name and address? *If self-employed write self-employed and tell us the address from which they were working*

Name

Address

Postcode

If they worked for more than one employer, please tell us the names, addresses and the dates they worked

Have they, or will they pay UK National Insurance contributions through their employer or by themselves if they are self-employed?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, from what date will they pay National Insurance contributions? <i>DD MM YYYY</i>

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

About your partner's work in the UK

Have they registered with HM Revenue & Customs for Self Assessment? *Only complete if your partner is self-employed*

No Yes

Is your partner registered with any of the following Home Office employment schemes?

*Do **not** complete if your partner is self-employed*

- the Worker Registration Scheme
- the Worker Authorisation Scheme
- the Seasonal Agricultural Workers Scheme
- the Sectors Based Scheme
- the Highly Skilled Migrant programme

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, tell us the name of the benefit and their unique reference number

Name of benefit

Reference number

Is your partner exempt from registration?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, please tell us why?

About your partner's work abroad

Was your partner a Crown Servant posted overseas?

No Yes

If Yes, were they present and 'ordinarily resident' in the UK prior to that posting?

By '*ordinarily resident*' we mean:

- if they are resident in the UK year after year you will normally be treated as 'ordinarily resident'
- they are treated as ordinarily resident in the UK from the date you arrive if it's clear that you intend to stay for at least three years
- they were present in the UK immediately prior to the posting.

No Yes

About your partner's work abroad

Was your partner working in the country they were living in?

No	<input type="checkbox"/>	If No, go to the section About your partner's benefits claimed in the UK
Yes	<input type="checkbox"/>	If Yes, what was the full name and address of their employer?

Name

Address

If your partner was employed in the country they were living in, please tell us the dates of their employment?

From DD MM YYYY

To DD MM YYYY

Under which countries law did they have to pay National Insurance contributions?

If they were paying UK National Insurance contributions do they have a certificate E101, E102 or A1?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, please send us a copy with this form

About your partner's benefits claimed in the UK

Has your partner claimed or received any contribution-based benefits (for example contribution-based Jobseeker's Allowance, contribution-based Employment and Support Allowance) since [\(Please see help card Section 10 for date\)](#)?

No	<input type="checkbox"/>	If No, go to the section About your partner's benefits claimed abroad
Yes	<input type="checkbox"/>	If Yes, please tell us the name of the benefit

What date was it awarded to your partner DD MM YYYY

Has the benefit stopped?

No

Yes

If the benefit has stopped has your partner appealed against the decision to stop the benefit?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, has the appeal been heard by a tribunal yet?

No Yes

If your partner appealed did they win the appeal?

No Yes

If their appeal has not yet been heard please let us know the outcome.

About your partner's benefits claimed abroad

Is or was your partner getting a Social Security benefit while they were living in (Please see help card Section 11 for explanation)?

No	<input type="checkbox"/>	If No, go to the section About your children
Yes	<input type="checkbox"/>	If Yes, tell us the name of the benefit and reference number

Name of benefit

Reference number

The name and address of the Social Security office which paid the benefit

Name

Address

Has the Social Security benefit payment stopped?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, on what date did you get the last benefit payment? DD MM YYYY

About your children

Please tell us the dates each of the children you are claiming Child Benefit for have been in the UK since ([Please see help card Section 12 for explanation](#))

Child's full name

Date of arrival *DD MM YYYY*

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

Who does the child live with?

Child's full name

Date of arrival *DD MM YYYY*

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

Who does the child live with?

Child's full name

Date of arrival *DD MM YYYY*

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

Who does the child live with?

Child's full name

Date of arrival *DD MM YYYY*

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

Who does the child live with?

About your children

Child's full name

Child 5 name

Date of arrival *DD MM YYYY*

Who does the child live with?

Only complete this section if you are **not** currently employed

Are any children/young persons you are claiming Child Benefit for in formal education?

By formal education we mean primary, secondary or college

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, please give details

Child/young person's full name	Are you the parent of the child/young person?	The date they started formal education <i>DD MM YYYY</i>	Were you living in the UK on the date they started formal education? Yes /No

Were you employed in the UK on or before the date that any children/young person(s) first started formal education?

No Yes

If the child is aged 18 or over, do they continue to need your support and care in order to complete their formal education?

No Yes

About your children

Do any of the children/young persons you are claiming Child Benefit for have a parent who is an EEA National?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, what is the nationality of the parent?
<input type="text"/>		

Was this parent living in the UK on the earliest date one of the children/young persons named above first started formal education?

No Yes

Were they employed in the UK on or before the date that any of the children/young persons named above first started formal education?

No Yes

About the person your child children

Please give us the full name and address of the person that [\(Please see help card Section 13 for explanation\)](#)

Name
Address

What is their relationship to [\(Please see help card Section 13 for explanation\)](#)

Is that person or their partner employed or self-employed?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, please tell us:

The full name of the person who is employed or self-employed

The full name and address of their employer

Name
Address

About the person your child children

Does that person or their partner get a contributory benefit (for example, Incapacity Benefit or Retirement Pension) from the country they are living in?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, tell us the name of the benefit and reference number

Name of benefit

Reference number

The full name of the person getting the benefit

The full name and address of the Social Security office which paid the benefit

Name

Address

Have they claimed Child Benefit from the country they are living in for [\(Please see help card Section 13 for explanation\)](#)?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, please tell us

The benefit reference number

Reference number

The full name and address of the office responsible for the payment

Name

Address

The date payment started *DD MM YYYY*

The monthly rate payable

The date payment stopped *DD MM YYYY*

About the person your child children

Do they regularly give money or other help towards (Please see help card Section 13 for explanation) support?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, please tell us

The date when this started DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

The average amount paid each week

Do you give money or other help towards (Please see help card Section 13 for explanation) support?

No	<input type="checkbox"/>	
Yes	<input type="checkbox"/>	If Yes, please tell us

The date when this started DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

The average amount paid each week

What are their NIP and PESEL numbers? (Polish cases only)

Other information

Use the box below to tell us about any other information.

Your signature

You must sign this form.

Signature**Date** DD MM YYYY **Daytime phone number****Documents we may need**

If you are employed and are claiming for a child or children who is/are living in another European Economic Area (EEA) country, or Switzerland with:

- a partner or
- a family member

please provide copies of your pay slips for the last six months, or from the date you started working in this country if this is less than six months.

If you do not have copies of the pay slips we have requested, then by signing this form you give authorisation for Child Benefit Office to contact your employer, should we need to do so when dealing with your claim.

What to do next

Send the form back to us with any documents we have asked for to the address below. It doesn't need a stamp.

Child Benefit Office (Washington)
Freepost
NEA 10463
PO Box 133
Washington
NE38 7BR

For office use only**Name:****MU Number:****Reference:****OU Number:**