

CHILD ALLOWANCE CLAIM FORM

Application on new appointment

Application for additional child allowance

Name of officer: _____ Payroll No: _____

Post Title: _____ Post No: _____

Ministry: _____ Department: _____

Location: _____ Employment Status: _____

*(N.B. Must be a permanent officer or **no** entitlement exists)*

Is your spouse or de-facto partner a Public Servant or an employee of a Government Agency which pays child allowances: Yes No

If your answer is yes, please state name of spouse: _____

What Department/Government Agency does he or she work in: _____

Does Your Spouse or de facto partner receive a Child Allowance from the Government

(Only one spouse can claim the child allowance)

Yes No

Has Ministry HRO confirmed this with other Ministry: Yes No

(Ministry HRO use only)

NAMES AND DATE OF BIRTH OF YOUR CHILDRREN:

Name of children	Date of birth	Natural or adopted child

DOCUMENTS REQUIRED:

(Please attach copies of these documents relating to the child)

- Birth Certificate
- Adoption certificate (if certified by chief, needs to be countersigned by magistrate).

CERTIFICATION:

I hereby certify that the information provided above is true and correct.

I also certify that I have legal custody of the above children and I am financially responsible for them.

I also understand that any false declaration made by me to obtain a child allowance to which I am not entitled may be subject to disciplinary action by the Public Service Commission.

SIGNATURE: _____ **DATE:** _____

APPLICATION SHOULD BE MADE WITHIN THREE MONTHS OF COMMENCING EMPLOYMENT OR FOLLOWING THE BIRTH OF A NEW CHILD FOR THE ALLOWANCE TO BE BACK DATED.

APPROVED/NOT APPROVED BY DIRECTOR/DIRECTOR GENERAL:

Name: _____ Signature: _____

Name of Department: _____ Date _____

Name of Ministry: _____

OR IN THE CASE OF DIRECTORS-GENERAL AND STAFF OF THE OPSC

APPROVED/NOT APPROVED BY SECRETARY, OPSC:

Name: _____ Signature: _____

Date _____ Name of Ministry (if applicable): _____

For Office Use Only

OFFICER INFORMED ON: _____

DEPARTMENT OF FINANCE INFORMED ON: _____