



**Please complete this  
form once you have  
finished work**

**Claim for    Adoption Grant  
                  Parental Allowance**

**Parental Benefits helpline number – (01481) 732505**

**Completed forms should be returned to:-**

**Social Security**

**Or email your form to [benefits@gov.gg](mailto:benefits@gov.gg)**

**Edward T Wheadon House**

**Le Truchot**

**St Peter Port, Guernsey**

**GY1 3WH**

**Please read leaflet before completing this form**

**Claimant's Details**

**Social Security number**

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**First name(s)**

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**Surname**

--

**Address**

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**Post code**

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**Telephone number**

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**Date of birth**

Day	Month	Year
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**Allowance Claim Details**

These benefits are only payable if the adoption is processed through a registered agency (i.e. Guernsey Children and Family Community Services) Benefit cannot be paid whilst you are at work.

**Agency Decision date**

(this will be verified by  
Health and Social Services)

Day	Month	Year
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**Date last worked**

Day	Month	Year
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**Requested start date**

(if left blank the start date

will be the day after you stop working or the date of placement)

Day	Month	Year
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**Date due to**

**return to work**

Day	Month	Year
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**Child's/ren's Details**

Surname	First name(s)	Date of birth

## Allowance Claim Details continued

Name of Agency

**Note:** Parental Allowance can be claimed by either adoptive parent based on their contribution record. If you wish for your partner to claim please contact the office for further information or a separate claim form. The Parental Allowance can be transferred between parents on a maximum of 2 occasions.

## Payment Details

Adoption Grant and Parental Allowance are paid into a bank account. Please provide your account details below:-

Name of bank

Sort code

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Account number

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Account holder(s) name(s)

## Declaration Warning

**I DECLARE** that to the best of my knowledge and belief the information I have given is true and complete. I know that to give false information may result in prosecution.

Signature

Date



## How we collect and use information

The Committee *for* Employment & Social Security processes personal information for social security purposes in order to carry out functions relating to the relevant social security and associated legislation that it administers. Information collected will depend on your business with us, but will be no more than is required for that purpose. We may get information about you from others for any of our purposes if the law allows us to do so. We may also share information with certain other organisations if the law allows us to. Any personal information you give to us will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2001. If you wish to know more about the information we have about you, or about the way we use it, you can ask at the Office *for* Employment & Social Security.

**Please return the completed form to the address on the front page.**

**Please note** if a claim is received more than three months after the child is placed with you, it will be treated as a late claim and you may lose benefit.