



**Claim for Adoption grant  
Parental allowance**

<p>Completed forms should be returned to:- Or email your form to <a href="mailto:benefits@gov.gg">benefits@gov.gg</a></p>	<p>Social Security Edward T Wheadon House Le Truchot St Peter Port, Guernsey GY1 3WH (01481) 221000</p>
<p>Parental Benefits helpline number –</p>	

**Claimant's Details**

Social Security number 

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First name(s)

Surname

Address

Postcode

Telephone number

Date of birth 

Day	Month	Year

**Allowance claim details**

These benefits are only payable if the adoption is processed through a registered adoption agency. Benefit cannot be paid whilst you are at work.

<b>Agency decision date</b> (will be verified by the Family Placement Service)	Day	Month	Year	<b>Date last worked</b>	Day	Month	Year
<b>Requested start date of allowance</b> (if this is left blank the start date will be the day after you stop working, the agency decision date or the date of placement of the child/ren)	Day	Month	Year	<b>Date due to return to work</b>	Day	Month	Year

**Child's/Childrens' 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)

**Please return the completed form to the address on the front page once you have finished work.**

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

## 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 will process any personal data which you provide, via this form, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed can be found at [www.gov.gg/dp](http://www.gov.gg/dp) or alternatively you may call 01481 221000 and request a paper copy.