Australian Government

Child Support Agency

Commonwealth of Australia Statutory Declaration

– you are a parent of the child(ren) named

Purpose of this form

Complete this form ONLY if you are a parent of the child(ren) named in an application for child support

If an application for a child support assessment is made in relation to a child and the parents of the child were not married to each other when the child was born, the Child Support Agency needs additional information to help progress the claim. This is to make sure the persons who are being assessed for the costs of the child(ren) are the parents of the child(ren).

To complete this form

- Fill in your name, address, occupation and date of birth details using **BLOCK LETTERS.**
- Use Black or Blue pen.
- Fill in the name and date of birth for each child listed in the child support application
- Sign the form before an authorised witness (see notes at the end of this form for a list of authorised persons).

International customers

You can contact a person listed under "Authorised persons" (at the end of this form) as an authorised witness at the nearest Australian Embassy, High Commission or Consulate. Please note that the persons listed as authorised persons must be registered or hold the relevant position in Australia.

Where do I send this form?

Please send or fax this form to the address shown:

The Child Support Agency:

Domestic cases:
GPO Box 9815
MELBOURNE VIC 3001
Fax **1300 309 949**

International cases:
GPO Box 9815
MELBOURNE VIC 3001 AUSTRALIA
Fax: **+61 3 6216 0899**

For more information

If you need more information or you would like help to complete this form, please call us on **131 272** (Call charges may apply). You can also read more about the CSA and your options in our fact sheets available at **www.csa.gov.au/fact**

International customers: Call **+61 131 272** or **+61 3 6216 0864**

Help in other languages

If you do not speak English and need help from the CSA, call the Translating and Interpreting Service (TIS) on **131 450** (call charges may apply). Ask them to set up a three-way conversation between you, an interpreter and a Child Support officer.

ARABIC إذا كنت لا تتحدث اللغة الإنكليزية واحتجت إلى مساعدة من Child Support Agency، اتصل بخدمة الترجمة الخطية والشفهية (TIS) على الرقم 13 14 50.

CHINESE 如果您不説英語，但需要Child Support Agency的協助，請致電翻譯及傳譯服務處(TIS),電話13 14 50。

CROATIAN Ako ne govorite engleski i trebate pomoć Child Support Agency, nazovite Službu prevoditelja i tumača (TIS) na 13 14 50.

FARSI اگر انگلیسی نمیدانید و به کمک Child Support Agency نیاز دارید به سرویس ترجمه کتبی و شفاهی (TIS) ، شماره 13 14 50 تلفن بزنید.

GREEK Αν δεν μιλάτε Αγγλικά και χρειάζεστε βοήθεια από το Child Support Agency, τηλεφωνήστε στη Μεταφραστική και Τηλεφωνική Υπηρεσία (TIS) στο 13 14 50.

INDONESIAN Jika Anda tidak berbahasa Inggris dan memerlukan bantuan dari Child Support Agency, silakan menelepon Jasa Penerjemahan dan Juru Bahasa (TIS) pada nomor 13 14 50.

ITALIAN Se non parli inglese e ti serve assistenza da parte della Child Support Agency, chiama il Servizio traduzioni e interpreti (TIS) al 13 14 50.

KHMER ចើលោកអ្នកមិននិយាយអង់គ្លេសទេ ហើយត្រូវការជំនួយពី Child Support Agency សូមទូរស័ព្ទទៅកាន់សេវាបកប្រែភាសា (TIS) តាមលេខ 13 14 50 ។

KOREAN 당신이 영어를 못하고 Child Support Agency의 도움이 필요하시면 전화통역 서비스(TIS) 13 14 50 으로 전화하십시오.

MACEDONIAN Ако не зборувате англиски јазик и ви треба помош од Child Support Agency, телефонирајте во Службата за преведување и толкување (TIS) на 13 14 50.

MALTESE Jekk inti ma titkellimx bl-Ingliż, u trid għajnuna miċ-Child Support Agency, ċempel lis-Servizz ta' Interpreti bit-Telefon (TIS) fuq 13 14 50.

POLISH Jeśli nie mówisz po angielsku a potrzebujesz pomocy Child Support Agency, zadzwoń do Biura Tłumaczy (TIS) pod numer 13 14 50.

PORTUGUESE Se não fala inglês e precisa da ajuda da Child Support Agency, ligue para o Serviço de Tradutores e Intérpretes (TIS) no 13 14 50.

RUSSIAN Если вы не говорите по-английски и нуждаетесь в помощи Child Support Agency, звоните в Службу устного и письменного перевода (TIS) по телефону 13 14 50.

SERBIAN Ако не говорите енглески и треба вам помоћ од Child Support Agency назовите Службу преводилаца и тумача (TIS) на 13 14 50.

SPANISH Si no habla inglés y desea ayuda de Child Support Agency, llame al Servicio de Traducción e Interpretación (TIS) al 13 14 50.

TURKISH Eğer Child Support Agency'den yardım istiyorsanız ve İngilizce konuşamıyorsanız 13 14 50'den Yazılı ve Sözlü Tercümanlık Servisi'ni (TIS) arayınız.

VIETNAMESE Nếu không nói được tiếng Anh, mà cần Child Support Agency giúp, xin gọi điện thoại cho Dịch Vụ Thông Phiên Dịch (TIS), số 13 14 50.

1 I, (full name of person making declaration)

of (address)

Postcode

Occupation:

2 Your contact details:

Home Telephone Number

( )

Mobile Telephone Number

( )

Date of birth

DD / MM / YYYY

3 Do you have a Child Support Reference Number?

If not, do you have a Centrelink Reference Number?

4 I make the following declaration under the *Statutory Declarations Act 1959*:

I am a parent of the child(ren) named below:

5

Child one

Family name

First given name

Other given name(s)

Date of birth

DD / MM / YYYY

Place of Birth

Child two

Family name

First given name

Other given name(s)

Date of birth

DD / MM / YYYY

Place of Birth

Child three

Family name

First given name

Other given name(s)

Date of birth

DD / MM / YYYY

Place of Birth

If there are more than three children, attach a separate sheet with details.

6 I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959,* and I believe that the statements in this declaration are true in every particular.

⚠ Your signature must be witnessed by an authorised person.

Signature of person making the declaration

The authorised person must complete and sign Question 7 to state that they have witnessed you signing the form.

Declared at (place)

On the ☐☐ day of MMM 20 ☐☐

7 Authorised witness

For a full list of authorised persons to witness this form see page 3 and 4.

Before me

Signature of authorised witness

Full name of authorised person

Qualification of authorised person

Address of authorised person

Postcode

Penalty for false statement

A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Chapter 2 of the Criminal Code applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before:

Authorised persons

1 a person who is currently licensed or registered under a law to practise in one of the following occupations:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

2 a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

3 a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
  - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
  - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate

- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:

  (a) an officer; or

  (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

  (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:

  (a) the Parliament of the Commonwealth; or

  (b) the Parliament of a State; or

  (c) a Territory legislature; or

  (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:

  (a) the Commonwealth or a Commonwealth authority; or

  (b) a State or Territory or a State or Territory authority; or

  (c) a local government authority;

  with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:

  (a) the Commonwealth or a Commonwealth authority; or

  (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

What about customer privacy?

The information requested by the CSA is needed for child support purposes and is required by child support law. We do not pass your personal information on to the other parent/carer unless this is required by law or necessary to make a decision that would affect the other parent/carer.

Some information may be passed to Centrelink, the Australian Taxation Office, the Family Assistance Office or the Social Security Appeals Tribunal.

The CSA may provide your contact details to people contracted by us to deliver services to separated parents, or to carry out research to help improve our services. You are not obliged to participate in any programs or research.

Our guidelines on privacy are in accordance with the *Privacy Act 1988*. For more information about how we treat your personal information, go to **www.csa.gov.au**

For more information about the Privacy Act and privacy generally, see the Privacy Commissioner's website at **www.privacy.gov.au**

What if I have a complaint?

Step One:

Contact the CSA and speak to your Customer Service Officer who will try to solve the problem.

Step Two:

If you are not satisfied with the outcome, ask to speak to their manager.

Step Three:

If you are still not satisfied, call the CSA's Complaints Service on **132 919** and speak to a complaints officer.

If you feel that the CSA has been unable to successfully resolve your complaint, you can escalate your concerns by contacting the Commonwealth Ombudsman.

How can I report suspected fraud?

If you have information about someone who is misusing government services, please phone the Australian Government Services Tip-off Line on **131 524**.

The tip-off line allows you to confidentially report fraud against Centrelink, Medicare, the Pharmaceutical Benefits Scheme, or the Child Support Agency.