

Application checklist

Before you begin your application for child maintenance, you might find it helpful to use the checklist below. It covers all the major details you need to tell us about. The more detail you can give us, the quicker we can begin to process your application.

If we ask you to send us any documents, please write your name and National Insurance number on the back of each one.

Your details:

- Your full name and any other names you use.
- Your address.
- Your telephone number (including mobiles).
- Your National Insurance number.
- If you are a member of the armed services, your BFPO number and HM Forces Service number.
- Your bank account details (or details of an account you want your child maintenance paid into).
- How often you want to receive maintenance payments (weekly, every two weeks, every four weeks or every month).

For each child you are applying for:

- Their full name.
- Their date of birth.
- Their gender (male or female).
- Their National Insurance number if they are over 16 years old.
- The full names of their mother and father.
- If anybody is receiving child benefit for the child.
- If there is already a maintenance agreement for the child.
- If the child stays overnight with the non-resident parent each week or at any other periods (school holidays, occasional stays) and for how long.
- If the child stays overnight in Local Authority care.
- If the non-resident parent knows you have named them as a parent of this child.

The non-resident parent's details (if there is more than one, please give details of each one separately):

- Their full name and any other names they use.
- Their address and the last date you knew that they lived there.
- Their telephone number (including mobiles).
- Their date of birth.
- Their National Insurance number if known.
- If the non-resident parent knows where you live.
- If the non-resident parent is the mother or the father of the children you're applying for.
- If they are employed, unemployed or self-employed.
- Their job title and employer's name, address and phone number if known.