

# Guardian's Payment Contributory or Non-Contributory



## What is the Guardian's Payment?

Guardian's Payment is a payment made to a person caring for a child, where that child is considered an orphan. The payment is for the benefit of the child.

## What is the difference between Contributory and Non-Contributory?

- Guardian's Payment Contributory is based on the child's parents or step-parents' Pay Related Social Insurance (PRSI) contributions.
- Guardian's Payment Non-Contributory is based on the means of the child.

## How do I qualify?

A child is regarded as an orphan if:

- They are under age 18 or 22 if in full-time education; and
- Both parents are dead; or
- One parent is either dead or unknown or has abandoned and failed to provide for the child; and
- The other parent is unknown or has abandoned and not provided for the child; and
- The child is not residing with a parent, adoptive parent or step-parent.

## Guardians Payment is not payable if:

- The child has been adopted by you; or
- Foster Care Allowance is in payment for the child.

## How to complete this application form:

- You need a Personal Public Service (PPS) Number, before you apply.
- Use this page as a guide to filling in this form. There is an example on the back.
- Use BLACK ballpoint pen.
- Use BLOCK LETTERS and place an X in the relevant boxes.
- Answer **all** questions that apply to you, leave blank any that don't apply.
- Read Part 8 Checklist and sign the declaration in Part 1.

## How do I apply?

Send this completed form to:

Guardian's Payment Section  
Department of Social Protection  
Social Welfare Services  
College Road  
Sligo  
F91 T384

If you need any help to complete this form, please contact the Guardian's Payment Section, your local Intreo Centre, Social Welfare Office or any Citizens Information Centre. You can find the name and address of your local Intreo Centre or Social Welfare Office by visiting:

**[www.gov.ie/intreo](http://www.gov.ie/intreo)**

For more information on Guardian's Payment visit **[www.gov.ie/guardians](http://www.gov.ie/guardians)**

## How to fill in this form

To help us process your application:

- Write letters and numbers clearly; and
- Use one box for each letter or number.

Please see examples below on how to fill in the first page of this form.

1. Your PPS Number:	<table border="1"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>T</td><td></td><td></td></tr></table>	1	2	3	4	5	6	7	T																																
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## Contact details

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# SAMPLE



**11.** State your spouse's or partner's PPS Number:

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**12.** Are you in receipt of Foster Care Allowance?

Yes       No

**13.** If **No**, have you applied, or do you intend to apply, for Foster Care Allowance?

Yes       No

**14.** Are you, or any other person, in receipt of any payment for the child?

Yes       No

If **Yes**, state:

Claimant's surname:

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Claimant's first names:

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Type of payment:

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Weekly amount:

€ 

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Claim number:

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**15.** Are you in receipt of an Orphan's Pension or Guardian's Payment from another country?

Yes       No

If **Yes**, state:

Country:

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Weekly amount:

€ 

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**Note:** Provide documentary evidence from the paying authority stating weekly amount, claim number and details.





## Part 4

## Guardian's Non-Contributory Payment only

Guardian's Non-Contributory Payment is a means tested payment based on the means of the child. Complete all of Part 4 if you wish to have your entitlement examined. Otherwise go to Part 5.

### 4 (A) Habitual Residence Condition

28. Are you legally entitled to reside in Ireland?  Yes  No

**Note:** If you are a holder of an Irish Residence Permit (IRP) card, please provide a copy of this card and your letter from the Department of Justice.

29. Were you born outside of Ireland?  Yes  No

If **Yes**, state:

Country you were born in:

Your nationality:

**Note:** Provide your original birth certificate with your application. Photocopies are not accepted.

30. Have you lived outside of Ireland for any period longer than three months within the last five years?

Yes  No

If **Yes**, when did you come to live in Ireland?

D D M M Y Y Y Y

### 4 (B) Means details of child

You must declare all the child's means including any income, earnings, savings, trust funds, investment bonds, properties or business assets, for example, from parent's estate.

31. Does the child have income from any source? For example, full or part-time employment.

Yes  No

If **Yes**, state:

Weekly income: €  .

32. Does the child have any savings or investments? For example, savings in a bank, post office, or other financial institution, trust fund or compensation payments.

Yes  No

If **Yes**, state:

Amount: €  ,  .

33. Does the child own a property, that is not the family home? For example, from their parents' estate.

Yes  No





If the child's mother is deceased, go to Part 6 - Details of child's father

47. What prevents her from caring for her child?

48. Would she be in a position to have her child live with her?

Yes  No

49. Does she provide financial support for her child?

Yes  No

If **Yes**, state:

Weekly amount: € .

If **No**, please state what prevents her from providing financial support for her child.

50. How often does she contact her child?

Daily  Weekly  Monthly  Less often  Never

51. What type of contact does she have with her child?

Phone or messaging  Day visits  Overnight visits  Weekend or longer visits  None

52. If visits are overnight or longer, how often do these occur?

Daily  Weekly  Monthly  Less often

## Part 6

## Details of child's father

Please give details of the child's father or stepfather.

53. PPS Number:

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54. First names:

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55. Surname:

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56. Birth surname:

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57. Date of birth:

D	D	M	M	Y	Y	Y	Y		

58. Address:


59. Previous address, if known:


60. Telephone number:

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61. Date of marriage if applicable:

D	D	M	M	Y	Y	Y	Y		

62. Date of death if applicable:

D	D	M	M	Y	Y	Y	Y		

63. Were they ever in insurable employment?

Yes  No

64. If deceased, was their death due to a work-related accident or disease?

Yes  No

**If the child's father is deceased, go to Part 7 - Late claim details**

65. What prevents him from caring for his child?

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66. Would he be in a position to have his child live with him?

Yes  No

67. Does he provide financial support for his child?

Yes  No

If **Yes**, state:

Weekly amount: € .

If **No**, please state what prevents him from providing financial support for his child.

68. How often does he contact his child?

Daily  Weekly  Monthly  Less often  Never

69. What type of contact does he have with his child?

Phone or messaging  Day visits  Overnight visits  Weekend or longer visits  None

70. If visits are overnight or longer, how often do these occur?

Daily  Weekly  Monthly  Less often

## Part 7

## Late claim details

71. If you have not claimed within three months of the child being orphaned or coming to live with you give reasons why you did not claim before now.

**Note:** If you fail to claim within three months of becoming eligible, you may lose some payment.

**Ensure you enclose all documents requested as failure to do so may delay your application.**

Have you enclosed the following?

- A report from the child's social worker if one is acting for the child, unless both parents are deceased.
- If you are the child's legal guardian, a copy of the court's Guardianship Order.
- A letter from the school or college if the child is between 18 and 22 years of age.
- If you are the holder of an Irish Residence Permit (IRP) card, attach a copy of this card and your letter from the Department of Justice.

Include the original certificates **only** if the following events occurred outside the Republic of Ireland.

- Your birth certificate.
- The child's birth certificate.
- Child's father's death certificate, if applicable.
- Child's mother's death certificate, if applicable.

**Please remember to sign the Declaration in Part 1.**

If you have any difficulty in filling in this form, please contact:

- Guardian's Payment Section
- Your local Intreo Centre;
- Your local Social Welfare Office; or
- Any Citizens Information Centre.

You can find the name and address of your local Intreo Centre or Social Welfare Office by visiting [www.gov.ie/intreo](http://www.gov.ie/intreo)

**Send this completed application form to:**

Guardian's Payment Section  
Social Welfare Services  
Department of Social Protection  
College Road  
Sligo  
F91 T384

Telephone: (071) 915 7100

If you are calling from outside of Ireland please call +353 71 915 7100

### **Data Protection Statement**

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at [www.gov.ie/dsp/privacystatement](http://www.gov.ie/dsp/privacystatement) or in hard copy.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.