



Guide for Completing an Application for Canada Pension Plan Child's Benefits under the Convention on Social Security between Canada and Luxembourg

If you:

- wish to apply for a Canada Pension Plan Surviving Child's benefit or Disabled Contributor's Child's benefit; and
- are age 18 or older, but under age 25, and in full-time attendance at school or university,

you must complete an "Application for Canada Pension Plan Child's Benefits under the Convention on Social Security between Canada and Luxembourg".

This guide has been prepared to help you fill out the application form. Please read the guide carefully and follow the instructions which are given. In order to act on your application as quickly as possible Service Canada *must* have all the information which is requested in the application form. The more accurately the form is completed, the better we can serve you.

Ce guide est également offert en français sous le titre
Guide pour remplir une demande de prestations d'enfant du Régime de pensions du Canada en vertu de la Convention de sécurité sociale entre le Canada et le Luxembourg

Canada Pension Plan Surviving Child's benefit

A dependent child of the deceased contributor may qualify for a Surviving Child's benefit if he or she is:

- under age 18; or
- between the ages of 18 and 25 and in full-time attendance at school or university; and

if the deceased contributor:

- had contributed to the Canada Pension Plan anytime since the start of the Plan in 1966; and
- had contributed to the Canada Pension Plan or the social security system of Luxembourg (from the start of the Canada Pension Plan in 1966) for a minimum period (which can vary between three and ten years, depending on the contributor's age at the time of death).

Canada Pension Plan Disabled Contributor's Child's benefit

A dependent child of the disabled contributor may qualify for a Disabled Contributor's Child's benefit if he or she is:

- under age 18; or
- between the ages of 18 and 25 and in full-time attendance at school or university; and

if the disabled contributor:

- is under the age of 65;
- is disabled within the meaning of the Canada Pension Plan. (The disability must be a physical or mental disability which is severe and prolonged. "Severe" means that he or she cannot regularly pursue any substantially gainful occupation; "prolonged" means that the disability is likely to be long continued and of indefinite duration, or is likely to result in death);
- has contributed to the Canada Pension Plan anytime since the start of the Plan in 1966; and
- has contributed to the Canada Pension Plan or the social security system of Luxembourg during four of the six years immediately prior to your disablement, or three of the six years immediately prior to disablement provided there are at least 25 years of contributions.

Completing the application form

Correspondence from Service Canada concerning your application will be written in either English or French, whichever you prefer. At the top of the form in the space provided, please indicate the language in which you wish to receive such correspondence.

Section A - Information about the contributor

Questions 1 to 3

The information required in questions 1 to 3 refers to the Canada Pension Plan contributor; if:

- you are applying for a Surviving Child's benefit, the information provided refers to the *deceased contributor*;
- you are applying for a Disabled Contributor's Child's benefit, the information provided refers to the *disabled contributor*.

Section B - Information about the child of the contributor

Questions 4 to 8

The information required in questions 4 to 8 refers to the person making application for a Child's benefit. You should complete these questions using your own name and address.

Question 4A

Please give your Canadian Social Insurance Number (if you have one).

Your current home address is required to answer question 6. If you wish to receive correspondence concerning your application as well as benefit payments at a different address, please give this address in answer to question 7; otherwise, go to question 8.

Question 8

Please indicate your date of birth and submit your birth certificate.

Question 9

Please indicate whether an application has been made for, or if benefits have been received from either the Canada or the Quebec Pension Plan. If your answer is "Yes", please provide the Social Insurance Number under which benefits were applied for or received.

A child may receive up to two flat-rate benefits under the Canada Pension Plan if both parents were Canada Pension Plan contributors and are either deceased or are disabled and if all conditions of eligibility are met with respect to both benefits.

Question 10

Please indicate whether you are the natural or legally adopted child of the contributor. If legally adopted, indicate the date of adoption.

Section C - Declaration of child

In signing the application, you attest to the truth of the information given in the application. You must notify Service Canada of any changes that might affect your continued eligibility for benefits such as discontinuance of full-time school or university attendance. You also authorize the competent institution of Luxembourg to furnish Service Canada information which may affect your entitlement to the Canadian benefits for which you are applying.

NOTE: If you make a false or misleading statement, you may be subject to an administrative monetary penalty and interest, if any, under the *Canada Pension Plan*, or may be charged with an offence. Any benefits you received or obtained to which there was no entitlement would have to be repaid.

Completing the declaration of attendance at school or university

Section A - To be completed by student

Question 1

Please indicate the contributor's Canadian Social Insurance Number.

Question 2

Please give your Canadian Social Insurance Number (if you have one).

Questions 6 to 9

The information provided in questions 6 to 9 refers to your school or university enrollment and is required to determine whether or not you are eligible for benefits.

In signing the declaration, you attest to the truth of the information given in the application; undertake to notify Service Canada should you interrupt or terminate your attendance at school or university and authorize the school or university to furnish Service Canada with information regarding your enrollment and attendance.

Section B - To be completed by school or university

This section *must* be completed by the school or university and *must* be signed by an authorized official. The name and address of the school are required in the event that the school must be contacted for further information.

Certified photocopies of original documents

It is better to send certified copies of documents rather than originals. If you choose to send original documents, send them by registered mail. We will return the original documents to you.

We can only accept a photocopy of an original document if it is legible and if it is a certified true copy of the original. You can ask one of the following people to certify your photocopy:

- Accountant
- Chief of First Nations Band
- Employee of a Service Canada Centre acting in an official capacity
- Funeral Director
- Justice of the Peace
- Lawyer
- Magistrate
- Manager of Financial Institution
- Medical and Health Practitioners: Chiropractor, Dentist, Doctor, Nurse Practitioner, Ophthalmologist, Optometrist, Pharmacist, Psychologist and Registered Nurse
- Member of Parliament or their staff
- Member of Provincial Legislature or their staff
- Minister of Religion
- Municipal Clerk
- Notary
- Official of a federal government department or provincial government department, or one of its agencies
- Official of an Embassy, Consulate or High Commission
- Official of a country with which Canada has a reciprocal social security agreement
- Police Officer
- Postmaster
- Professional Engineer
- Social Worker
- Teacher

People who certify photocopies must compare the original document to the photocopy, state their official position or title, sign and print their name, give their telephone number and indicate the date they certified the document.

They must also write the following statement on the photocopy: **This photocopy is a true copy of the original document which has not been altered in any way.**

If a document has information on both sides, both sides must be copied and certified. You cannot certify photocopies of your own documents, and you cannot ask a relative to do it for you. Please write your Canadian Social Insurance Number on any photocopies you send us.

Protection of personal information

The information you provide is collected under the authority of the *Canada Pension Plan* legislation to determine your eligibility for benefits. The Social Insurance Number (SIN) is collected under the authority of section 52 of the *Canada Pension Plan Regulations* and in accordance with Treasury Board Secretariat Directive on the SIN as an authorized user of the SIN. The SIN will be used to ensure an individual's exact identification so that contributory earnings can be correctly posted allowing for benefits and entitlements to be accurately calculated. The SIN will also be used for income verification purposes with the Canada Revenue Agency to deliver better service to you, and minimize government duplication.

Submitting this application is voluntary. However, if you refuse to provide your personal information, the Department of Human Resources and Skills Development Canada (HRSDC) will be unable to process your application.

The information you provide may be used and/or disclosed for policy analysis, research, and/or evaluation purposes. In order to conduct these activities, various sources of information under the custody and control of HRSDC may be linked. However, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you (such as a decision on your entitlement to a benefit).

The information you provide may be shared within HRSDC, with any federal institution, provincial authority or public body created under provincial law with which the Minister of HRSDC may have entered into an agreement, and/or with non-governmental third parties for the purpose of administering the *Canada Pension Plan*, other acts of Parliament and federal or provincial law as well as for policy analysis, research and/or evaluation purposes. The information may be shared with the government of other countries in accordance with agreements for the reciprocal administration or operation of that law and of the *Canada Pension Plan*.

Your personal information is administered in accordance with the *Canada Pension Plan* and the *Privacy Act*. You have the right of access to, and to the protection of, your personal information. It will be kept in Personal Information Bank HRSDC PPU 146. Instructions for obtaining this information are outlined in the government publication entitled Info Source, which is available at the following Web site address: www.infosource.gc.ca. Info Source may also be accessed online at any Service Canada Centre.