

## **Guide for Completing an Application for Canada Pension Plan Child's Benefits under the Agreement on Social Security between Canada and the Republic of Poland**

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 Agreement on Social Security between Canada and the Republic of Poland".

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 l'Accord sur la  
sécurité sociale entre le Canada et la République de Pologne*

### *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
- age 18 or older, but under age 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 had creditable periods under the legislation of Poland (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
- age 18 or older, but under age 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 have creditable periods under the legislation of Poland during four of the six years immediately prior to disablement, or three of the six years immediately prior to disablement provided there is at least 25 years of coverage.

## **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 Poland to furnish Service Canada information which may affect your entitlement to the Canadian benefits for which you are applying.

## **Section D – Declaration of attendance at school or university**

### *Question 12*

Please indicate the contributor's Canadian Social Insurance Number.

### *Question 13*

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

### *Questions 14 to 17*

The information provided in questions 14 to 17 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 E – 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.

### *Protection of personal information*

The information requested on the application will be used to determine your entitlement to a Child's benefit under the *Canada Pension Plan*. Under this legislation, information about you may be provided only to the agencies specifically entitled to receive it. In addition, the *Privacy Act* (Canada) prohibits the disclosure of your records without your consent except in specified circumstances (such as to comply with a warrant or subpoena or to enforce a law).

The information about you relating to your application for Canada Pension Plan Child's benefits will be retained in Personal Information Bank HRSDC PPU 175. You have a right to request access to any information about you which is in federal government files. To help you obtain this information, the government has published an Index of Personal Information. The index and information request forms may be obtained from Canadian embassies, high commissions and consulates.