**Child Dependant with No Income or Benefits:**

**Statutory Declaration of Eligibility**

Counter-signatories of this form, as well as Employees, must read and understand the Guidance Notes overleaf and online at [www.raildeliverygroup.com/rst](http://www.raildeliverygroup.comg/rst) before completing and signing this form.

If it is completed incorrectly, then it will be rejected and you may have to pay for another declaration.

|  |
| --- |
| **Employee details** |
| Title |  | Address |  |
| First Name |  |  |
| Last Name |  |  |
| Home Phone |  |  |
| Mobile Number |  | Postcode |  |
| Email: |  |
| **Dependant Child details** |
| Title |  | First Name: |  | Last Name: |  |
|  | Date of Birth: |  |
| **Details of the child dependant’s circumstances (see guidance notes)** |
|  |
| Documents shown to the counter-signatory |
|  |
| **Statutory declaration by the Employee** |
| I declare that my dependant child, named above, resides fully and only with me and that I am solely and fully responsible for their upkeep. I further declare that they have no income from employment or any other source (except income directly from myself) and no state benefits whatsoever.I make this Declaration conscientiously believing the same to be true by virtue of the Statutory Declarations Act 1835.Further,* I confirm that all details provided are correct.
* I understand that I am responsible for the correct use of their rail staff travel facilities and understand that such use is subject to the Conditions of Issue and Use which can be found at [www.raildeliverygroup.com/rst/conditions-of-issue-and-use](http://www.raildeliverygroup.com/rst/conditions-of-issue-and-use)
* I understand that Rail Staff Travel’s privacy information is available online at [www.raildeliverygroup.com/rst/rst-privacy](http://www.raildeliverygroup.com/rst/rst-privacy) and that I have read it and have made my dependant aware of it
* If I am in any doubt about eligibility, I understand that I MUST check and that any attempt to obtain or use rail staff travel facilities fraudulently may result in disciplinary action and/or legal proceedings and/or permanent withdrawal of all rail staff travel facilities for myself and all of my dependants.
 |
| Date |  |
| Employee’s Signature: |  |
| **Declaration by the Solicitor, Notary Public, Magistrate or Commissioner for Oaths** |
| I confirm that the above-named has made this Declaration before me and has shown me the evidence listed above, in accordance with the guidelines published online. I therefore believe this Declaration to be true. |
| Court/Firm Name |  | Signatory Name  |  |
| Court/Firm Address: |  | Notary seal or Court/Firm Stamp(if not available, attach a letterhead) |  |
| Date of Admission |  | Signature of counter-signatory: |  |

**Guidance on completing form xx13 – Child Dependant with No Income or Benefits**

The Counter-signatory of this form must be a Solicitor, a Notary Public, a Magistrate or a Commissioner of Oaths who is legally qualified to witness a Statutory Declaration under the Statutory Declarations Act 1835.

This signature must be supported by a Notary Seal, Court Stamp, Firm Stamp or Firm Letterhead.

The counter-signatory must not witness or countersign this form unless the required 3 separate documentary proofs of address for both the employee and their partner have been supplied. Any alterations to the form must also be counter-signed.

The counter-signatory and the employee must read and abide by these Guidance Notes before completing and signing this form.

You **DO** need to complete this form in respect of every child where they have no income from employment or any other source (except income directly from the Employee) and no state benefits whatsoever.

We understand that it's difficult to prove the absence of something, hence this form.

Note that support from the “Bank of Mum and Dad” is allowed and does not count as income for the purposes of this declaration (although it should be declared within the circumstances overleaf).

Documents that **must** be shown to the counter-signatory must be at least one of:

* **HMRC Statement** - the statement or letter must:
	+ be dated within the last 3 months,
	+ be on HMRC letter-headed paper,
	+ confirm that they have no earned income for the last fiscal year or for any fiscal year where you have not previously provided proof of unemployment
	You will also be required to prove that they are currently unemployed.
* **DWP Statement** - the statement or letter must:
	+ be dated within the last 3 months,
	+ be on DWP (or similar) letter-headed paper,
	+ confirm that they are currently unemployed,
	+ confirm that they have been continuously unemployed for the last 12 months (or since the date of your last declaration, whichever is the earlier).
	You will also be required to prove their unemployment for any period where you have not previously provided proof.
* **For P60U Document** - the document must:
	+ be dated for the last fiscal year,
	+ be the official P60U issued to them.
	You will also be required to prove that they are currently unemployed.

In addition, documents such as bank/building society current or deposit account statements may be used as supporting evidence of no income to be provided to the counter-signatory but are not acceptable as proof on their own.

**Swearing the Oath: *Who can witness this form?***

This form must be witnessed by, declared in front of and counter-signed by one of the following:

* A solicitor authorised to act as a Commissioner for Oaths and regulated by the Law Society (also requires Firm Stamp or Letterhead)
* A Notary Public (listed by the Faculty Office of the Archbishop of Canterbury – see [www.facultyoffice.org.uk/notaries/find-a-notary](http://www.facultyoffice.org.uk/notaries/find-a-notary) ) (also requires the notary seal)
* A Magistrate or Justice of the Peace (also requires Court Stamp)
* A Commissioner for Oaths (also requires Firm Stamp or Letterhead)

**Police Officers, religious leaders, medical professionals etc are not authorised to witness a Statutory Declaration.**

Any fees incurred in the creation of this Declaration must be borne by the Employee. This may include translation fees to satisfy the counter-signatory.