



Information and Instructions Request for a Child Rearing Provision

What is the Child Rearing Provision (CRP)?

The Child Rearing Provision may help you qualify for a benefit or pension or receive a higher Canada Pension Plan benefit amount. Periods of time when you had no or low earnings normally result in a lower benefit amount. The Child Rearing Provision helps you maintain your level of earnings, if you stopped working or had lower earnings while caring for a child under the age of seven.

How to request the CRP?

If you have applied for or are receiving a retirement pension or disability benefit from the Canada Pension Plan and you meet the qualifying criteria below, you should complete this **Request for a Child Rearing Provision (ISP1640)** form.

Note: In the case of a Canada Pension Plan death or survivor benefit, if the deceased person was the primary caregiver of a child while the child was under age seven, the estate of the deceased or the person handling their affairs should complete the form on behalf of the deceased.

How do I qualify for the CRP?

To qualify for the Child Rearing Provision:

1. You or your current/former spouse or common-law partner must have received the Family Allowance payments or been eligible for the Canada Child Benefit.

Note: If you did not receive the Canada Child Benefit only because your family income was too high, you are considered to have been eligible for the Canada Child Benefit.
2. You must have either not worked or had low earnings while being the **primary caregiver** of a child under the age of seven who was born after December 31, 1958.
3. If a Social Insurance Number is not provided, you must submit proof of birth for each child listed. If a child was born outside of Canada, proof of the child's entry into Canada must be provided as well.
4. This form must be completed and signed.

If you are requesting the Child Rearing Provision on behalf of a person who is deceased, the requirements listed above must have been met by them.

Symbols used in this application



Read this carefully



Attach an extra
sheet if needed



Where to get help



Scan to go to My
Service Canada
Account (MSCA):



For your safety, visit www.cyber.gc.ca/en for tips on protecting your devices and reporting suspected cyber incidents.

If you need more information to complete the form

? The information and instructions you will need to request the CRP can be found in this form.

You can also find more information about the provision online at www.canada.ca/cpp-child-rearing-provisions.

If you cannot find the information you are looking for or have any questions, contact Service Canada at our toll-free numbers. Please have your Social Insurance Number (SIN) ready when you call.

In Canada or the United States:

1-800-277-9914 (English)

1-800-277-9915 (French)

1-800-255-4786 (TTY)

All other countries:

1-613-957-1954 (we accept collect calls)

If you need help

👉 You can give permission to another person to give or receive information from Service Canada on your behalf. To give permission, you must complete the **Consent to Communicate Information to an Authorized Person (ISP1603)** form. It is available in two formats:



Online: Go to www.canada.ca/msca;

📄 **Paper or fillable form:** Go to www.canada.ca/esdc-forms.



This consent does not provide authority for the person to apply for benefits or provisions on your behalf, change your payment address, or request/change a tax withhold.

If you wish to have someone act on your behalf or you are no longer capable of managing your own affairs, you can appoint an **authorized representative**. See page 9 of this application for more information on authorized representatives.

What we need from you

The **Request for a Child Rearing Provision (ISP1640)** form is available in two formats:



Online: Go to www.canada.ca/msca;

✓ **Paper or fillable form:** Go to www.canada.ca/esdc-forms.

👉 **Note:** You can save the fillable form to your computer, but you cannot submit it electronically.

If you are choosing to fill this application on a **paper** or **fillable format**, be sure to:

- 📄 include your Social Insurance Number at the top of each page;
- 📄 answer the questions with as much detail as possible;
- 📄 sign all areas that require your signature using a pen;
- 📄 mail or drop-off your application to a Service Canada Office near you. For a list of addresses, refer to the last page of this application;
- 📄 include the information on a blank sheet and attach it to the application, if you need more space. Include your Social Insurance Number at the top of each page **and** specify the question number before writing the additional information.

If you are requesting the provision on behalf of a person who is deceased, please put the deceased's Social Insurance Number at the top of each page instead of yours.



Request for a Child Rearing Provision

Section A - Information about you

A1 Social Insurance Number		Salutation (optional): ☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms.	
First name	Middle name	Last name	
Address (no, street, apt., RR), City/Town, Province/Territory, Country (if not Canada), Postal code			
Telephone number	Service Canada may contact you by email to provide you with information or ask you to call us. Personal information will not be requested or shared. Email address (optional):		

 **Note:** If you are requesting the provision on behalf of a person who is deceased, please put their Social Insurance Number and name above instead of yours.

Section B - Information about the child(ren)

B1 Please provide your child(ren)'s information in the table below, **regardless of their current age or if they are deceased.**

No.	Child's full name	Child's Social Insurance Number	Child's Date of Birth (YYYY-MM-DD)	If the child was born outside Canada, tell us the date the child entered Canada (YYYY-MM-DD)

 For additional children, please attach an extra sheet.

 **Note:** Service Canada reserves the right to request an original or certified copy of proof of birth at any time. You may be required to submit a copy of the child(ren)'s birth certificate if you do not provide the Social Insurance Number. We will write to you if we determine this is required.
If the child(ren) was born outside of Canada, Service Canada we may require a copy of an acceptable document confirming the child(ren)'s date of birth (i.e. birth certificate) and/or proof of the child(ren)'s date of entry into Canada (e.g. IMM 1000 or passport). We will write to you if we determine this is required.

? Please send copies rather than original documents whenever submitting documents to Service Canada. For more information about copies of original documents, please see Annex B at the end of the form.

Section C - Family Allowance and Canada Child Benefit

For the CPP, the **primary caregiver** is the person most responsible for the daily needs of the child(ren) until the age of 7. Some things a primary caregiver does are: watch over the child(ren), prepare meals, go to school meetings and events, or take the child(ren) to medical appointments.

To qualify for the Child Rearing Provision, you must have been the primary caregiver and:

1. received the Family Allowance (available before 1993); **and/or**
2. been eligible for the Canada Child Benefit, even if you did not receive it (available since 1993).

 **Note:** Only one person can be the primary caregiver at any time. Therefore, this provision can only be applied to one account for the same time period and child(ren) you list in section **B1**.

 To help you determine how to complete the following questions, please see **Annex A** at the end of the form.

C1 Did you or your current/former spouse or common-law partner receive the Family Allowance?	Yes	No
If yes, please indicate who received the benefits: You Your current/former spouse or common-law partner		
Did you or your current/former spouse or common-law partner receive, or were either of you eligible for the Canada Child Benefit? Yes No		
If yes, please indicate who received or was eligible for the benefits: You Your current/former spouse or common-law partner		

C2 If there were periods when you did not receive the Family Allowance or were not eligible for the Canada Child Benefit for the child(ren) you listed in section B1, please provide the dates and reasons:

From (YYYY-MM)	To (YYYY-MM)
Reason	Reason

 If you need to add additional information, please attach an extra sheet.

C3 Were you the primary caregiver for the child(ren) when they were under the age of 7?	Yes	No
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Social Insurance Number:

PROTECTED B (when completed)

- C4** If there were periods of time when you were not the primary caregiver for the child(ren) you list in section B1, please provide the dates and reasons:

From (YYYY-MM)	To (YYYY-MM)	From (YYYY-MM)	To (YYYY-MM)
Reason		Reason	

 If you need to add additional information, please attach an extra sheet.

Section D – Waiver of Rights to the Child Rearing Provision

-  Please read this section **only** if you were the primary caregiver, but did not receive the Family Allowance (available before 1993).

If you did not receive the Family Allowance, but you were the primary caregiver, we would not be able to apply this provision to your CPP benefit(s). However, if you remained at home to care for a child under age 7 but your current/former spouse or common-law partner received Family Allowances, they can waive their rights. This means your current/former spouse or common-law partner forgoes their rights to the Child Rearing Provision as it cannot be used for both you and your current/former spouse or common-law partner's CPP benefit(s) for the same child and for the same time period.

If you are requesting the CRP for yourself or on behalf of the deceased person, do not sign section D1.

To waive their rights, your current/former spouse or common-law partner has to complete and sign section D1.

-  **Note:** Your current/former spouse or common-law partner can only waive their rights to a primary caregiver.

D1 Waiver of rights to the Child Rearing Provision		
I declare that, for the child(ren) listed for this section and on any additional sheets, I have not and will not make any claims for the Child Rearing Provision for the period(s) accredited to my current/former spouse or common-law partner. Once I give up my rights to the Child Rearing Provision, the action cannot be reversed.		
Name	Social Insurance Number	Telephone number during the day
Signature		Date (YYYY-MM-DD)

-  Please read this section **only** if you were the primary caregiver, but were not eligible to receive Canada Child Benefits (available after 1993).

If your current/former spouse or common-law partner received Canada Child Benefits but you were actually the primary caregiver of the child, you may be eligible for the Child Rearing Provision. To be considered, you will need to provide a letter from the Canada Revenue Agency (CRA) indicating you would have been eligible for the Canada Child Benefits had you applied when you were the primary caregiver. If this situation applies, we will contact you.

Section E – Declaration and signature

Privacy Notice Statement

Read the following information before you sign your application:

The personal information you provide is collected under the authority of the *Canada Pension Plan (CPP)* and will be used to determine your benefit eligibility and entitlement. The Social Insurance Number (SIN) is collected under the authority of section 52 of the *CPP Regulations*, and in accordance with the Treasury Board Secretariat Directive on the SIN which lists the CPP as an authorized user of the SIN. The SIN will be used as a file identifier and to ensure an individual's exact identification so that contributory earnings can be correctly applied to your record to allow for benefits and entitlements to be accurately calculated.

Submitting this application is voluntary. However, if you refuse to provide your personal information, the Department of Employment and Social Development Canada (ESDC) will be unable to process your application. The personal information you provide may be shared within ESDC, with any federal institution, provincial authority or public body created under provincial law with which the Minister of ESDC may have entered into an agreement and/or with non-governmental third parties for the purpose of administering the CPP, other acts of Parliament and federal or provincial law. As well, the personal information you provide may be used and/or disclosed for policy analysis, statistical, research, and/or evaluation purposes. However, these additional uses and/or disclosures of personal information will never result in an administrative decision being made. The personal information may also be shared with the government of other countries in accordance with agreements for the reciprocal administration or operation of the foreign pension program and of the *CPP and Old Age Security Act*.

Your personal information is administered in accordance with the CPP, *the Privacy Act*, the *Department of Employment and Social Development Act*, and other applicable laws. You have the right to the protection of, access to, and correction of your personal information, which is described in Personal Information Bank-Canada Pension Plan Program-ESDC PPU 146. You can ask to see your file by contacting a Service Canada office. Instructions for requesting personal information are provided in the government publication entitled Information about programs and information holdings, which is available at the following web site address: www.canada.ca/infosource-ESDC. Information about programs and information holdings may also be accessed online at any Service Canada Centre.

You have the right to file a complaint with the Privacy Commissioner of Canada regarding the institution's handling of your personal information at: www.priv.gc.ca/en/report-a-concern/file-a-formal-privacy-complaint/ or by calling 1-800-282-1376.

E1 Signature

I declare that I have read and understood the Privacy Notice Statement above and to the best of my knowledge, the information on this form is true and complete.

 **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

Signature	Date (YYYY-MM-DD)
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If you are completing this form on behalf of someone who is deceased, please provide the following.

Your first name (print)	Middle name	Last name	Telephone number
Address (no, street, apt., RR), City/Town, Province/Territory, Country (if not Canada), Postal code			

Social Insurance Number:

PROTECTED B (when completed)

E2 Witness's declaration

If the signature in E1 is a mark (e.g. X), a witness (friend, member of family, etc.) must complete this section.

I have read the contents of this form to the person making the request, who appeared to fully understand them and who made their mark in my presence.

First name of witness (print)	Middle name	Last name	Telephone number
Address (no, street, apt., RR), City/Town, Province/Territory, Country (if not Canada), Postal code			
Signature of witness			Date (YYYY-MM-DD)

This form contains information about the CRP which is based on the Canada Pension Plan legislation. If there are any differences between what is in this form and the Canada Pension Plan legislation, the legislation is always right.

Legal Representative

A **legal representative** can act on your behalf. This person will have all of the rights and responsibilities that you would have as an applicant/beneficiary, such as signing the application and keeping Service Canada informed of any changes to your account. These could include changes to your telephone number, your medical conditions or a return to work.

A **legal representative** could be any of the following:

- guardian
- trustee
- curator
- Power of Attorney (for CPP purposes, only POA for property is accepted)
- committee
- any other legal representative of that person
- executor

The **legal representative** must be appointed under a law of Canada, a province or territory, or by the Minister, to manage your affairs. Legal documents must be submitted to support a **legal representative** and could include:

- mandate
- trusteeship
- Power of Attorney (for CPP purposes, only POA for property is accepted)
- an official CPP/Old Age Security program form. Contact us for more information.

A **legal representative** cannot receive the paid benefits on your behalf unless it has been proven that you are not capable of managing your affairs.

Annex A - Child rearing provision guide

For the Canada Pension Plan (CPP), the primary caregiver is the person most responsible for the daily needs of the child(ren) until the age of 7. Some things a primary caregiver does are: watch over the child(ren), prepare meals, go to school meetings and events, or take the child(ren) to medical appointments.

Family Allowance (FA) - available before 1993

The FA program (once known as the **baby bonus**) sent monthly payments to parents or guardians of dependent children under the age of 18. For most families, payments were issued to the mother. The Canada Child Benefit replaced the FA program in 1993.

Canada Child Benefit (CCB) - available since 1993. Previously known as Child Tax Benefit and Canada Child Tax Benefit

The CCB is a monthly benefit administered by the Canada Revenue Agency. The amount of the CCB is based on your net family income level, the number of children you have, and the ages of your children. In most families, payments are/ were issued to the mother. You might have been considered eligible to the CCB even if you did not receive it. If you were the primary caregiver of one or more children and did not receive the CCB only because your family income was too high, you are considered to have been eligible for the CCB.

Were you the primary caregiver?	Did you receive the Family Allowance (before 1993)?	Did you receive or were you eligible for the Canada Child Benefit (since 1993)?	What do I complete in sections C and D?

Annex B

Please send copies rather than original documents whenever submitting documents to Service Canada. If you must send your original documents, we suggest you send them by registered mail. We will return the original documents to you.

- We can only accept a copy of an original document if it is readable.
- If the document has information on more than one page, copy all pages.
- Please write your Social Insurance Number on any document or copy that you send to Service Canada.

Note: If your copy is missing any of the above elements, it will not be accepted, and you will have to submit a new copy. This could result in delays in processing your application. Service Canada may request an original or certified copy at any time.

Before you send your form have you:

- ☐ Written your (or the deceased's) Social Insurance Number in the box at the top of each page and at the top of each sheet you have added?
- ☐ Read and signed the Declaration and signature on page 4?
- ☐ Provided every child's SIN number or attached a proof of birth?

To mail your form to the Service Canada office nearest you, please find a list of addresses for **Service Canada Offices** on the next page. You can also drop off the completed form at a Service Canada Centre near you.

What to expect after you send your request form:

Once Service Canada receives your request form, we will:

- ü ask you for more information or other documents if needed.
- ü answer any questions you may have.

If we ask for more information or if we require additional documents, the process may take longer.

Once we receive all the information and/or documents we need from you, Service Canada will determine if you qualify for the CRP and notify you of the outcome.



Service
Canada

Service Canada Offices

Canada Pension Plan

Mail your forms to:

The nearest Service Canada office listed below.

From outside of Canada: The Service Canada office in the **province where you last resided**.

Need help completing the forms?

Canada or the United States: **1-800-277-9914**

All other countries: **1-613-957-1954** (we accept collect calls)

TTY: **1-800-255-4786**

Important: Please have your social insurance number ready when you call.

NEWFOUNDLAND AND LABRADOR

Service Canada
PO Box 9430 Station A
St. John's NL A1A 2Y5
CANADA

PRINCE EDWARD ISLAND

Service Canada
PO Box 8000 Station Central
Charlottetown PE C1A 8K1
CANADA

NOVA SCOTIA

Service Canada
PO Box 1687 Station Central
Halifax NS B3J 3J4
CANADA

NEW BRUNSWICK AND QUEBEC

Service Canada
PO Box 250
Fredericton NB E3B 4Z6
CANADA

ONTARIO

For postal codes beginning with "L, M or N"

Service Canada
PO Box 5100 Station D
Scarborough ON M1R 5C8
CANADA

ONTARIO

For postal codes beginning with "K or P"

Service Canada
PO Box 2013 Station Main
Timmins ON P4N 8C8
CANADA

MANITOBA AND SASKATCHEWAN

Service Canada
PO Box 818 Station Main
Winnipeg MB R3C 2N4
CANADA

ALBERTA / NORTHWEST TERRITORIES AND NUNAVUT

Service Canada
PO Box 2710 Station Main
Edmonton AB T5J 2G4
CANADA

BRITISH COLUMBIA AND YUKON

Service Canada
PO Box 1177 Station CSC
Victoria BC V8W 2V2
CANADA

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