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| --- | --- |
| **Our Ref:**  | Phone: Fax:  |

**By Email:**

Dear

**Child:**

**Date of Birth:**

I am assisting in relation to child support matters.

 instructs me that are the father of her child,

 born on . I understand that you have not signed the birth certificate or a statutory declaration acknowledging paternity .

As my client receives a Centrelink payment, she must apply to the Child Support Agency for an assessment of child support for the child. If my client does not do this, Centrelink will significantly reduce her payments, leaving her without adequate means of supporting the child. For this reason she needs proof that you are the father of .

I enclose a statutory declaration form from the Registry of Births, Deaths and Marriages. If you complete this statutory declaration it will allow my client to obtain a child support assessment and have your name included on ’s birth certificate.

To complete the statutory declaration, you must fill out the enclosed document and sign it before a Justice of the Peace or a solicitor.

You will also need to provide copies of identification in accordance with the instructions on the Registry of Births, Deaths and Marriages form. A Justice of the Peace or solicitor must certify that the copies are true copies of the identification documents.

I look forward to receiving the completed statutory declaration, together with certified copies of your identification, within 14 days.

My client wishes to avoid the need for court proceedings. However, if I do not receive your favourable response to this letter within 14 days of the date of this letter, my client may have no alternative but to commence court proceedings to resolve this issue. Court proceedings will cause you unnecessary expense and inconvenience.

In addition, if is forced to take court action, she may seek an order that you pay her costs of such proceedings.

If wish to discuss this matter, please do not contact directly but telephone me on .

Yours sincerely

**Solicitor**