



# Claim for costs of a child's funeral: funeral director claim form

This form is for the funeral director who has paid for specific expenses in a child's funeral.

The expenses you can claim for are listed at **question 3.4**.

## Eligibility

You can make a claim to the Children's Funeral Fund for England if:

- the child who died was under the age of 18 or stillborn after 24 weeks of pregnancy
- the burial or cremation took place in England on or after 23 July 2019

## Making your claim

You must submit your claim **within 6 months** of the date of the funeral.

You need to submit invoices or receipts to claim for any of the expenses listed.

If you need help with making your claim you can email [cff@sscl.gse.gov.uk](mailto:cff@sscl.gse.gov.uk)

Please complete in **BLOCK** capitals placing a tick in the boxes where applicable.

# About the business

## 1.1 Business name

## 1.2 Business email address (if you have one)

## 1.3 Business address

Building and street

Second line of address

Town or city

County (optional)

Postcode

## 1.4 Phone number

## 1.5 How would you like to be updated about your claim?

Email

Post

**1.6** Is the business registered with Companies House?

Yes, the company registration number is

No, our Unique Tax Reference (UTR), if applicable, is

**1.7** VAT registration number (if registered for VAT)

**1.8** National Association of Funeral Directors (NAFD) membership number (if a member)

**1.9** National Society of Allied and Independent Funeral Directors (SAIF) membership number (if a member)

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**Note 1.6** – We'll use the information in this section to confirm your details.

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# About the child who died

**2.1** First name of the child

**2.2** Family name of the child

**2.3** Is this claim about a baby who was stillborn?

Yes, **go to question 2.4**

No, **go to questions 2.5 and 2.6**

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**Note 2.3** – A stillbirth means after 24 weeks of pregnancy.

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**2.4** Date of stillbirth

Day

Month

Year

**2.5** Child's date of birth

Day

Month

Year

**2.6** Date of child's death

Day

Month

Year

# About the funeral

## 3.1 Date of funeral

Day

Month

Year

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**Note 3.1** – Claims must be submitted **within 6 months** of this date.

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## 3.2 Where did the funeral take place?

Name of burial ground, cemetery or crematorium

Town or city

## 3.3 Do you have a copy of the certificate for burial or cremation?

Yes – send a copy of it with your claim

No – enter the reference number, if known

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**Note 3.3** – If you do not have either, your claim may take longer.

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## 3.4 What expenses are you claiming for?

Select all that apply

Up to £300 towards a coffin, shroud, casket or other covering

Removal of implanted medical devices for a cremation

Completion of necessary cremation certificates on behalf of the medical professional

A container for storing ashes in a columbarium or similar (if the one returned to the bereaved family is unsuitable for this)

Fees charged by a third-party grave digger (where these are not claimed by the burial or cremation authority)

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**Note 3.4** – These are the expenses you can claim for.

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## 3.5 You must provide the relevant invoices or receipts for all the expenses you are claiming by sending them with this form.

You should send **copies** of your invoices, receipts and other documents if you can. If you send originals, you must tick the box below if you'd like them sent back to you.

I've sent original documents and would like them sent back to me

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**Note 3.5** – Expenses can include VAT.

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**3.6** If you do not have some of the invoices or receipts – tell us why

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**Note 3.6** – If you do not have invoices or receipts we'll contact you to find out more. Your claim may take longer.

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## Payment details

**4.1** How do you want to be paid?

UK bank or building society account, **go to question 4.2**

Cheque (in pounds sterling), **go to Declaration**

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**Note 4.1** – You can only have your claim paid into your business bank or building society account.

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**4.2** UK bank or building society account details

Name of bank or building society

Account name

Account number

Building society roll number (if applicable)

Sort code

# Declaration

By submitting your claim you agree that:

- the information is correct and complete as far as you know
- you're aware it's a criminal offence to knowingly submit false information to make a claim
- you'll pay back any money you have been overpaid if you're asked to

Your full name

Signature

Date signed

Day

Month

Year

## What to do now

You need to email or post your completed, signed form with copies of your invoices or receipts for each expense claimed and the certificate for burial or cremation.

### Email your claim to:

[cff@sscl.gse.gov.uk](mailto:cff@sscl.gse.gov.uk)

You can attach your invoices, receipts and the certificate for burial or cremation as scanned copies or photos of the originals.

### Post your claim to:

CFF

PO Box 611

Manchester

M14 0NS

You should send your invoices, receipts and the certificate for burial or cremation as copies if you can. If you include originals, you must tick the box at question 3.5 if you'd like them sent back to you.

## What happens next

The claim team will let you know they've received your claim within 5 working days of receipt.

They'll then process your claim within a further 15 working days and let you know the outcome.

They'll contact you if there's anything missing. If this happens, your claim may take longer.

If you need help with your claim you can email [cff@sscl.gse.gov.uk](mailto:cff@sscl.gse.gov.uk)

## Your personal data

For information about how we collect and use your personal data visit: <https://claim-for-costs-of-a-childs-funeral.form.service.justice.gov.uk/privacy>