

**INSTRUCTIONS FOR CLAIMANT:**

Use this form to file for Family Leave benefits with the DC Office of Paid Family Leave. In order to file for Family Leave benefits, you must provide proof of your family relationship to the individual who requires your care or companionship. This proof could be a birth certificate, court document, or other documentation that clearly shows familial relationship. If you have this documentation, you may provide that instead of this form. This is an optional form to be used by claimants who lack specific documentation showing family relationship to the individual requiring care or companionship. Under the DC Paid Family Leave law, the individual for whom you will be providing care or companionship must be a family member within one of the categories on the second page of this form. Locate the corresponding code that describes this person’s family relationship to you and enter it below. For example, if you intend to provide care to your adopted child, you would enter code A-2. If you intend to provide care to your stepparent, you would enter code B-4.

A. INFORMATION ABOUT THE CLAIMANT		
Last Name	First Name	Middle Name
Social Security Number or Individual Tax Identification Number (ITIN)		
B. INFORMATION ABOUT THE FAMILY MEMBER FOR WHOM THE CLAIMANT IS PROVIDING CARE		
Last Name	First Name	Middle Name
Social Security Number or Individual Tax Identification Number (ITIN)		
Date of Birth (MM/DD/YYYY) ____ / ____ / ____	Gender (Male / Female / Prefer to Self-Describe)	
This person’s relationship to you (enter relationship code): _____		
Refer to page 2 of this form for the relationship code. _____		
Please provide additional information about your relationship to this person. _____ _____		

I certify that the information I have provided on this application is true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RELATIONSHIP CODES

### Child

- A-1: biological child
- A-2: adopted child
- A-3: foster child
- A-4: stepchild
- A-5: child of your domestic partner
- A-6: child to whom you stand in loco parentis
- A-7: legal ward

### Parent

- B-1: biological parent
- B-2: adopted parent
- B-3: foster parent
- B-4: stepparent
- B-5: parent of your spouse
- B-6: current legal guardian
- B-7: person who stood in loco parentis to you as a child

### Grandparent

#### Biological parent of your:

- Ca-1: biological parent
- Ca-2: adopted parent
- Ca-3: foster parent
- Ca-4: stepparent

#### Adopted parent of your:

- Cb-1: biological parent
- Cb-2: adopted parent
- Cb-3: foster parent
- Cb-4: stepparent

### Grandparent (continued)

#### Foster parent of your:

- Cc-1: biological parent
- Cc-2: adopted parent
- Cc-3: foster parent
- Cc-4: stepparent

#### Stepparent of your:

- Cd-1: biological parent
- Cd-2: adopted parent
- Cd-3: foster parent
- Cd-4: stepparent

### Spouse

- D-1: by marriage
- D-2: by domestic partnership

### Sibling

- E-1: biological sibling
- E-2: adopted sibling
- E-3: foster sibling
- E-4: step sibling
- E-5: half sibling
- E-6: spouse of your sibling (sibling-in-law)
- E-7: sibling of your spouse (sibling-in-law)
- E-8: spouse of your spouse's sibling (sibling-in-law)