



The partner of an expectant mother is entitled to apply for Paternity Leave.  
The partner of an adopting parent is entitled to apply for Paternity Leave or Adoption Leave

To apply for Paternity Leave and Pay, you are required to complete TWO forms as follows:

The council's application for Paternity Leave & Pay (see Appendix 7);

One of the HM Revenue & Customs forms listed below. Please click on the appropriate link to access and download the form. Both fully completed forms should be returned to your line manager.

**Form SC3**

Becoming a Parent

<http://www.hmrc.gov.uk/forms/sc3.pdf>

**Form SC4**

Becoming an Adoptive Parent

<http://www.hmrc.gov.uk/forms/sc4.pdf>

**Form SC5**

Becoming an Adoptive Parent (adopting from abroad)

<http://www.hmrc.gov.uk/forms/sc5.pdf>

**YOU SHOULD BE AWARE THAT SPP CANNOT BE PAID WITHOUT A SIGNED DECLARATION**