Applicant submits a second Child Disability Payment application

Last updated date

- 13 August 2024 - 16:37

In this guidance, ‘applicant’ refers to the person applying for the child. ‘Child’ refers to the child they’re applying for.

Why duplicate applications happen

An applicant may unnecessarily submit a second paper application for a child they’ve already applied for. This is called a duplicate application.

Different applicants may submit separate applications for the same child, this is also a duplicate application.

How to identify duplicate applications

While processing part 1 of a paper application, you will not be able to start a new application.

You must:

1. Sign in to SPM.
2. Search for the duplicate records.
3. Identify the applicant’s original record.

Compare the time period covered by each

Download copies of both applications and compare the information.

When applications relate to the same time period

1. Process the first application and consider any additional information included in the second application.
2. Ask the applicant to withdraw the second application.

When applications relate to different time periods

1. Process the first application and make a decision.

2. If the first application is awarded, reject the second application and if needed, create a change of circumstances.
3. If the first application is denied, then process the second application and make a decision.