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How To Claim UIF Adoption Benefits

Workers who adopt a baby must apply for benefits at their nearest labour centre in person. They must take the necessary documents with them.

Claiming Adoption Benefits

If workers want to claim adoption benefits they must use the following steps:

Step 1: Get the documents ready

Before workers can claim, they must get the following documents ready:

- 13-digit bar-coded ID or passport;
- form UI-2.8 for banking details;
- form UI-2.7;
- form UI-2.4 (application form)
- certified copy of the adopted baby's birth certificate; and
- certified copy of the adoption order.

Step 2: Go to the nearest labour centre

Workers who adopted must go to the nearest labour centre themselves and hand in the documents. Staff at the labour centre will assist them with all the processes and give them more information.

Step 3: Follow all the instructions of the staff at the labour centre

Staff at the labour centre may ask workers who adopt to visit the labour centre at certain times. Workers should do what they ask, or they may not be able to claim.

Related Links

- [Basic Guide to UIF Adoption Benefits](#)
Workers who adopt a baby can claim UIF benefits and receive payments at their nearest labour centre.
- [Basic Guide to UIF Declarations](#)
Certain information about workers must be sent to UIF or SARS every month by employers.
- [Basic Guide to UIF Disputes](#)
Workers are entitled to appeal against decisions of the Commissioner or claims officer.
- [Basic Guide to UIF Registration](#)
All employers must register with the UIF or SARS.
- [How to Pay the UIF](#)
Employers' must deduct UIF from workers and pay it and their own to the UIF.
- [How To Register with the UIF](#)
It is the employers' responsibility to fill in and send the forms to register themselves and their workers.
- [Form UI.2.4 - Application for adoption benefits](#)
This application form is for adoption benefits.
- [Form UI-2.8 - Application to pay UIF benefits into banking account](#)
Application to pay UIF benefits into banking account
- [Form UI-5 - Application for continuation of payment for adoption benefits](#)
Application for continuation of payment for adoption benefits
- [Contact Us](#)
How to contact the Department of Labour
- [Labour Centres](#)
Short description