

# My administration checklist

## During pregnancy

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### In the first months

- Notify my employer at least 7 weeks before the birth.
- Look for a crèche or a child minder. If necessary, request maternity help.

### In the last months

- Apply for maternity leave
  - Provide a medical certificate to the health insurance fund.
  - Return the completed information sheet (which I received from the health insurance fund).

### From the sixth month

- Apply for the maternity benefit via [vraagjekraamgeldaan.be](https://vraagjekraamgeldaan.be)

## After the birth

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- Register the birth at the registry office of my municipality within 15 days after the birth
  - Bring the birth certificate of my child. Bring my ID.  
(If the mother cannot be present at the registration, the father or the co-parent must bring his/her ID and that of the mother).
  - Bring my marriage certificate or ask the registry office to draw up a recognition by the other parent.
  - Keep the child benefit document and the health insurance document in a safe place.
- Provide the document 'Destined for the health insurance fund' (which I received from the local authorities) to the health insurance fund together with a sticker.

- Notify the child benefit fund of the birth of my child:
  - Download the application form on <https://www.parentia.be/en-VL/documents>
  - Fill in the form and return it to the child benefit fund (or to the social security fund when self-employed).
- Notify the childcare centre. Tell my employer the good news.
- Contact Kind & Gezin if they haven't been to the maternity clinic yet.
- Inform my insurance broker of the addition to the family.
- Submit a 'Proof of resumption of work' to the health insurance fund if I start working earlier or later than the scheduled end date of my maternity leave.