

**COSHOCTON COUNTY CHILD SUPPORT**  
725 PINE STREET  
COSHOCTON, OH 43812  
740-295-7561  
WWW.COSHOCTONJFS.ORG

DATE MAILED OR DELIVERED TO APPLICANT: \_\_\_\_\_ APPLICANT NAME: \_\_\_\_\_  
APPLICATION NUMBER (CSEA USE ONLY): \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

### **APPLICATION AND QUESTIONNAIRE FOR CHILD SUPPORT SERVICES**

The Child Support program aims to provide services to help families by promoting family self-sufficiency and child well-being. Services are available to either parent when one parent is living outside the home. Services are also available to caretakers of children. Services are available automatically for families receiving assistance under the Ohio Works First (OWF) program.

The child support enforcement agency (CSEA) can assist you with the following services:

**1. Establishment of Paternity – Legally Identifying a Child's Father**

The CSEA can assist in establishing paternity (legal fatherhood) if there has not been a final and enforceable determination of paternity for the child.

**2. Establishment or Adjustment of Child Support and Medical Support Orders**

The CSEA can assist in obtaining an order for child support and medical support. A support order establishes how much a parent should pay for child support. It also allocates the costs of providing for the health care of the child between the parents. The CSEA can assist in modifying a support order (review and adjustment) every 36 months or sooner if there is a qualifying change in circumstances.

**3. Enforcement of Support Orders**

The CSEA can assist in collecting and disbursing current and past due support, as well as enforcing medical support orders. The parent ordered to pay support (obligor), will be required to pay child support by income withholding. The CSEA will issue income withholding orders to collect support from the parent's wages and/or unearned income. Overdue support may also be collected from Federal or state income tax refunds and liens placed on property. In addition, when past-due support is owed, the following may occur:

- Unpaid child support may be reported automatically to credit reporting bureaus
- Driver's, professional, occupational and recreational licenses may be suspended if the obligated parent is not paying the required support
- The U.S. State Department will deny a passport to a parent who owes more than \$2,500 in back child support
- Funds may be seized from financial institutions
- Court actions, such as contempt, and possibly criminal actions may be taken against chronic delinquent parents

**4. Location of Parents**

The CSEA can use available information to locate parents and their income and assets. The applicant can request "Location Only Services," if the sole need is to find the whereabouts of the non-residential parent.

**Child Support Services Requested:**

All child support services available       Location of non-residential parent only       Other (please explain below):

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### **PLEASE READ BEFORE SIGNING RIGHTS AND RESPONSIBILITIES**

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**Confidentiality of Case Material**

You have the right to see the parts of your file at the CSEA about you and the actions taken for you by the agency. You cannot see some parts of your file that are protected by confidentiality laws, such as information obtained from the IRS. Information about you in the CSEA file is confidential. However certain portions of your file become public record when a court is notified about your case.

**Hearing Rights**

If you disagree with an action, lack of action or delay by the CSEA, you may request a state hearing.

**OWF Participants**

As a condition of eligibility to receive Ohio Works First (OWF) benefits, you give up the right to keep child and spousal support up to the amount of assistance you received. You must cooperate in establishing paternity for each child born, if you were not married to the father. You must assist the CSEA in getting support payments and any other payments. If you fail to cooperate without good cause (determined by the CSEA), you may be ineligible to receive OWF benefits.

While a family is receiving OWF, support collections are used to repay benefits. When a family leaves OWF, current support and family arrears are released to the family. Payments from the IRS are applied to repay OWF benefits before being applied to support payable to the household.

**Medicaid Participants**

While Medicaid benefits are received, medical support is paid to ODJFS to reimburse Medicaid benefits. If health insurance is available, that insurance will be used first for payment of medical bills. If you are eligible for Medicaid and are also covered by a health insurance plan, it is your responsibility to notify the provider of medical services that you have medical insurance coverage and Medicaid coverage for uninsured costs.

**IV-E Foster Care Participants**

If a child receives Title IV-E foster care benefits, the assignment includes current child support during the time the child is eligible for benefits and child support arrearages accruing before and during the time the child is eligible for benefits. Support received that does not exceed foster care maintenance payments is distributed to reimburse Title IV-E benefits. When IV-E foster care maintenance benefits stop, the assignment of support rights terminates, except for the amount of any unpaid support that accrued under that assignment.

**Fees**

There is an application fee of one dollar for applicants not receiving OWF or IV-E foster care benefits. Some counties waive this fee for the applicants.

**Child Support Overpayments**

An overpayment is child support that you are not entitled to keep because you have assigned your rights to support to ODJFS, the payment was made to you instead of ODJFS, or the payment was sent to you in error by ODJFS. You may be personally liable for returning any amounts paid in error, including amounts that must be returned because the IRS or ODT accepts an amended tax return or complaint from the non-obligated spouse. In tax refund situations you may be required to sign an affidavit attesting to the amount of support arrears.

The child support agency has provided sufficient information regarding the services available and my responsibilities.

I declare that I have examined this application and, to the best of my knowledge and belief, it is a true and correct statement of every material point.

I understand that the CSEA, its staff, and any of its contracted agencies, represent only the county and the State of Ohio, and do not represent me, either parent, the child(ren), or other custodian of the children.

I understand that within 20 days of receiving this completed and signed application and questionnaire, the CSEA will send a written notice informing me whether my application for Title IV-D child support services has been accepted.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent/Guardian**  
**if Applicant is a Minor :** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ohio Child Support Website and Customer Service Portal available at [www.jfs.ohio.gov/ocs](http://www.jfs.ohio.gov/ocs)**

**If you are receiving a type of public assistance that requires cooperation with Child Support, you are required to complete and sign this questionnaire and to cooperate with the CSEA in establishing paternity or in establishing, modifying, or enforcing a support order. Unless the CSEA approves a good cause waiver of cooperation, failure to cooperate could result in delay, denial, and/or termination of your public assistance benefits.**



**IF YOU ARE SEEKING PATERNITY SERVICES, IT IS POSSIBLE THAT THIS AGENCY "COULD" ASSIST YOU IN CHANGING THE CHILD'S LAST NAME, SO LONG AS THE PARENTS AGREE TO DO SO.**

**DO YOU WISH FOR THE CHILD'S LAST NAME TO BE CHANGED TO THE LAST NAME OF THE PRESUMED FATHER BEING NAMED ON THE NEXT PAGE - IF HE IS FOUND TO BE THE FATHER?**

YES  NO  CHILD ALREADY HAS FATHERS LAST NAME

**IF YOU ANSWER "YES", WE WILL SCHEDULE A SHORT PATERNITY CONFERENCE ALLOWING BOTH PARTIES TO SIGN THE NECESSARY PAPERWORK AND GENETIC TESTING, IF NECESSARY, WILL BE CONDUCTED. IF BOTH SIGNATURES ARE NOT OBTAINED, THE LAST NAME WILL NOT BE CHANGED THROUGH THIS PROCESS, HOWEVER, A HEARING COULD BE REQUESTED TO BRING THIS MATTER BEFORE THE COURT.**



### INSTRUCTIONS

PLEASE COMPLETE EACH APPLICABLE FIELD CLEARLY, PROVIDING THE MOST INFORMATION YOU CAN, INCLUDING ANY PARTIAL INFORMATION. PLEASE SUPPLY COPIES OF ALL PERTINENT INFORMATION LISTED IN THE CHECKLIST ON THE LAST PAGE OF THE APPLICATION. SIGNATURES ARE REQUIRED ON PAGES 2 AND 6.

### APPLICANT INFORMATION

LAST NAME		FIRST NAME		MIDDLE	
MAIDEN OR OTHER		SSN		DOB	
CURRENT MARITAL STATUS			NAME OF SPOUSE		
GENDER	RACE	DO YOU NEED AN INTERPRETER? <input type="checkbox"/> YES <input type="checkbox"/> NO LANGUAGE OR OTHER SERVICE REQUESTED:			
RESIDENTIAL ADDRESS-STREET		CITY		STATE	ZIP
MAILING ADDRESS-STREET		CITY		STATE	ZIP
HOME PHONE			WORK PHONE		
CELL PHONE Can you receive texts from the CSEA? <input type="checkbox"/> YES <input type="checkbox"/> NO			OTHER PHONE		
EMAIL:					
EMPLOYER NAME AND ADDRESS			EMPLOYER PHONE		

**Please complete this section ONLY if you are under the age of 18.**

If your parents are divorced, who has legal custody of you?

Mother  Father  Other

Your Mother's Name: \_\_\_\_\_

Your Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**CHILD 1 SERVICES REQUESTED FOR THIS CHILD :**     **PATERNITY**     **SUPPORT ESTABLISHMENT**     **ENFORCEMENT**  
**\*PLEASE MAKE COPIES AS NEEDED TO PROVIDE INFORMATION FOR ADDITIONAL CHILDREN\***

LAST NAME		FIRST NAME		MIDDLE	CITY & STATE OF BIRTH
SSN	DOB	WHERE WAS THE CHILD CONCEIVED (STATE)?	WHEN WAS CHILD CONCEIVED (MO/YR)?		
APPLICANT'S RELATIONSHIP TO CHILD 1: <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> OTHER (Please specify)				GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
IS THERE A FATHER'S NAME ON THE BIRTH CERTIFICATE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, WHAT IS THE FATHER'S NAME (LAST, FIRST)?			
WAS AN ACKNOWLEDGEMENT OF PATERNITY AFFIDAVIT SIGNED? <input type="checkbox"/> YES, <input type="checkbox"/> NO IF YES, WHERE AND WHEN:			NAME OF FATHER THAT SIGNED THE AFFIDAVIT (LAST, FIRST)?		
CHILD'S MOTHER'S NAME (LAST, FIRST)			CHILD'S FATHER/ALLEGED FATHER'S NAME (LAST, FIRST)		
COULD THERE BE MORE THAN ONE POSSIBLE ALLEGED FATHER? <input type="checkbox"/> YES <input type="checkbox"/> NO (Sex with anyone 2 months before or 2 months after becoming pregnant) If yes, please list the names here and complete an Other Parent Information Sheet for each named father.					
WAS THE MOTHER EVER MARRIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		WAS THE MOTHER MARRIED WHEN THE CHILD WAS BORN? <input type="checkbox"/> YES <input type="checkbox"/> NO			
HUSBAND'S NAME:		DATE OF MARRIAGE:		CITY, STATE:    DIVORCE DATE:	
HUSBAND'S NAME:		DATE OF MARRIAGE:		CITY, STATE:    DIVORCE DATE:	
IS THERE AN ORDER DETERMINING PATERNITY FOR THIS CHILD? <input type="checkbox"/> YES <input type="checkbox"/> NO		WHEN WAS THE ORDER FILED?		IN WHICH COUNTY, STATE?	
IS THERE A CHILD SUPPORT ORDER FOR THIS CHILD? <input type="checkbox"/> YES <input type="checkbox"/> NO		WHEN WAS THE ORDER FILED?		IN WHICH COUNTY, STATE?	
DO YOU (APPLICANT) HAVE LEGAL CUSTODY/GUARDIANSHIP OF THIS CHILD? <input type="checkbox"/> YES <input type="checkbox"/> NO		WHEN WAS THE ORDER FILED?		IN WHICH COUNTY, STATE?	
IS THERE ANY PENDING LEGAL ACTION INVOLVING THIS CHILD? <input type="checkbox"/> YES <input type="checkbox"/> NO		MOST RECENT FILE DATE?		IN WHICH COUNTY, STATE?	

**CHILD 2 SERVICES REQUESTED FOR THIS CHILD :**     **PATERNITY**     **SUPPORT ESTABLISHMENT**     **ENFORCEMENT**

LAST NAME		FIRST NAME		MIDDLE	CITY & STATE OF BIRTH
SSN	DOB	WHERE WAS THE CHILD CONCEIVED (STATE)?	WHEN WAS CHILD CONCEIVED (MO/YR)?		
APPLICANT'S RELATIONSHIP TO CHILD 2: <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> OTHER (Please specify)				GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
IS THERE A FATHER'S NAME ON THE BIRTH CERTIFICATE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, WHAT IS THE FATHER'S NAME (LAST, FIRST)?			
WAS AN ACKNOWLEDGEMENT OF PATERNITY AFFIDAVIT SIGNED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHERE AND WHEN:			NAME OF FATHER THAT SIGNED THE AFFIDAVIT (LAST, FIRST)?		
CHILD'S MOTHER'S NAME (LAST, FIRST)			CHILD'S FATHER/ALLEGED FATHER'S NAME (LAST, FIRST)		
COULD THERE BE MORE THAN ONE POSSIBLE ALLEGED FATHER? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please list the names here and complete an Other Parent Information Sheet for each named father.					
WAS THE MOTHER EVER MARRIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		WAS THE MOTHER MARRIED WHEN THE CHILD WAS BORN? <input type="checkbox"/> YES <input type="checkbox"/> NO			
HUSBAND'S NAME:		DATE OF MARRIAGE:		CITY, STATE:    DIVORCE DATE:	
HUSBAND'S NAME:		DATE OF MARRIAGE:		CITY, STATE:    DIVORCE DATE:	
IS THERE AN ORDER DETERMINING PATERNITY FOR THIS CHILD? <input type="checkbox"/> YES <input type="checkbox"/> NO		WHEN WAS THE ORDER FILED?		IN WHICH COUNTY, STATE?	
IS THERE A CHILD SUPPORT ORDER FOR THIS CHILD? <input type="checkbox"/> YES <input type="checkbox"/> NO		WHEN WAS THE ORDER FILED?		IN WHICH COUNTY, STATE?	
DO YOU (APPLICANT) HAVE LEGAL CUSTODY/GUARDIANSHIP OF THIS CHILD? <input type="checkbox"/> YES <input type="checkbox"/> NO		WHEN WAS THE ORDER FILED?		IN WHICH COUNTY, STATE?	
IS THERE ANY PENDING LEGAL ACTION INVOLVING THIS CHILD? <input type="checkbox"/> YES <input type="checkbox"/> NO		MOST RECENT FILE DATE?		IN WHICH COUNTY, STATE?	

**INFORMATION ABOUT THE OTHER PARENT**

**THIS OTHER PARENT IS THE**  **MOTHER**  **FATHER/ALLEGED FATHER OF** \_\_\_\_\_ **(LIST CHILD(REN))**  
**OTHER PARENT** REFERS TO THE NON-APPLICANT PARENT OF THE CHILD(REN) **OR** IN THE CASE OF A CARETAKER APPLICANT, IT REFERS TO **BOTH** THE MOTHER AND FATHER OF THE CHILD(REN) AND AN INFORMATION SHEET FOR EACH PARENT IS NEEDED.  
**\*IF THERE ARE MORE THAN 2 OTHER PARENTS, PLEASE MAKE COPIES AS NEEDED TO PROVIDE INFORMATION FOR EACH ADDITIONAL OTHER PARENT.\***

IS THERE A HISTORY OF DOMESTIC VIOLENCE WITH THIS OTHER PARENT?  YES  NO  
 IF YES, PROVIDE AVAILABLE DOCUMENTATION OR A STATEMENT EXPLAINING THE SITUATION.

APPLICANT'S RELATIONSHIP TO THIS OTHER PARENT:  NEVER MARRIED  MARRIED  LEGALLY SEPARATED  DIVORCED  OTHER (note below)

LAST NAME FIRST MIDDLE MAIDEN OR OTHER

SSN DOB/AGE (APPX) PLACE OF BIRTH (CITY & STATE)

GENDER RACE DOES OTHER PARENT NEED AN INTERPRETER?  YES  NO  
 LANGUAGE OR OTHER SERVICE NEEDED:

MAILING ADDRESS-STREET CITY STATE ZIP

RESIDENTIAL OR OTHER ADDRESS-STREET CITY STATE ZIP

MARITAL STATUS & SPOUSE'S NAME IF THIS OTHER PARENT IS MARRIED NAMES OF PEOPLE LIVING IN THIS PARENT'S HOME/ NAMES OF OTHER CHILDREN

HOME PHONE WORK PHONE CELL PHONE OTHER PHONE

HAS BANK ACCOUNT AT? EMAIL ADDRESS

EYE COLOR HAIR COLOR HEIGHT (FT, IN) WEIGHT OTHER IDENTIFYING MARKS/FEATURES

HAS OTHER PARENT EVER LIVED IN OHIO?  YES  NO HAS OTHER PARENT EVER LIVED WITH THE CHILD?  YES  NO

HAS OTHER PARENT EVER RECEIVED:  SOCIAL SECURITY  UNEMPLOYMENT  WORKER'S COMPENSATION  
 PUBLIC ASSISTANCE  VETERAN'S BENEFITS  OTHER \_\_\_\_\_

MILITARY SERVICE:  YES  NO IS THE OTHER PARENT A VETERAN?  YES  NO  
 BRANCH \_\_\_\_\_ STATION \_\_\_\_\_ DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

IS OTHER PARENT A STUDENT  YES  NO IF YES, WHERE GRADE LEVEL & DEGREE :

ARREST/PRISON RECORD  YES  NO IF YES, WHERE IMPRISONED DATE: RELEASE DATE:

LIST ANY PROFESSIONAL OR RECREATIONAL LICENSES:

CAR MODEL/MAKE/YEAR

NAME OF OTHER PARENT'S FATHER NAME OF OTHER PARENT'S MOTHER

HIS ADDRESS HER ADDRESS

FATHER'S PHONE MOTHER'S PHONE

**INFORMATION ABOUT OTHER PARENT'S EMPLOYMENT**

CURRENT EMPLOYER ADDRESS-STREET CITY STATE ZIP

IF UNEMPLOYED, NAME LAST EMPLOYER ADDRESS-STREET CITY STATE ZIP

OCCUPATION UNION NAME LOCAL NO.

ADDITIONAL INFORMATION THAT COULD ASSIST IN LOCATION OF PARENT, INCOME AND ASSETS. INCLUDE NAMES AND CONTACT INFORMATION OF OTHER FAMILY MEMBERS AND FRIENDS. LIST TYPES AND LOCATION OF ANY PROPERTY OR ASSETS OWNED BY OTHER PARENT.

**INFORMATION ABOUT THE OTHER PARENT**

**THIS OTHER PARENT IS THE**  **MOTHER**  **FATHER/ALLEGED FATHER OF** \_\_\_\_\_ (LIST CHILD(REN))

**OTHER PARENT** REFERS TO THE NON-APPLICANT PARENT OF THE CHILD(REN) **OR** IN THE CASE OF A CARETAKER APPLICANT, IT REFERS TO **BOTH** THE MOTHER AND FATHER OF THE CHILD(REN) AND AN INFORMATION SHEET FOR EACH PARENT IS NEEDED.

**\*IF THERE ARE MORE THAN 2 OTHER PARENTS, PLEASE MAKE COPIES AS NEEDED TO PROVIDE INFORMATION FOR EACH ADDITIONAL OTHER PARENT.\***

IS THERE A HISTORY OF DOMESTIC VIOLENCE WITH THIS OTHER PARENT?  YES  NO  
IF YES, PROVIDE AVAILABLE DOCUMENTATION OR A STATEMENT EXPLAINING THE SITUATION.

APPLICANT'S RELATIONSHIP TO THIS OTHER PARENT:  NEVER MARRIED  MARRIED  LEGALLY SEPARATED  DIVORCED  OTHER (note below)

LAST NAME	FIRST	MIDDLE	MAIDEN OR OTHER
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SSN	DOB/AGE(APPX)	PLACE OF BIRTH (CITY & STATE)
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GENDER	RACE	DOES OTHER PARENT NEED AN INTERPRETER? <input type="checkbox"/> YES <input type="checkbox"/> NO LANGUAGE OR OTHER SERVICE NEEDED:
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MAILING ADDRESS-STREET	CITY	STATE	ZIP
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RESIDENTIAL OR OTHER ADDRESS-STREET	CITY	STATE	ZIP
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MARITAL STATUS & SPOUSE'S NAME IF THIS OTHER PARENT IS MARRIED	NAMES OF PEOPLE LIVING IN THIS PARENT'S HOME/NAMES OF OTHER CHILDREN
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HOME PHONE	WORK PHONE	CELL PHONE	OTHER PHONE
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HAS BANK ACCOUNT AT?	EMAIL ADDRESS
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EYE COLOR	HAIR COLOR	HEIGHT (FT, IN)	WEIGHT	OTHER IDENTIFYING MARKS/FEATURES
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HAS OTHER PARENT EVER LIVED IN OH?  YES  NO      HAS OTHER PARENT EVER LIVED WITH THE CHILD?  YES  NO

HAS OTHER PARENT EVER RECEIVED:  SOCIAL SECURITY     UNEMPLOYMENT     WORKER'S COMPENSATION  
 PUBLIC ASSISTANCE     VETERAN'S BENEFITS     OTHER \_\_\_\_\_

MILITARY SERVICE:  YES     NO      IS THE OTHER PARENT A VETERAN?  YES  NO  
BRANCH \_\_\_\_\_      STATION \_\_\_\_\_      DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

IS OTHER PARENT A STUDENT  YES  NO    IF YES, WHERE \_\_\_\_\_      GRADE LEVEL & DEGREE : \_\_\_\_\_

ARREST/PRISON RECORD  YES  NO    IF YES, WHERE \_\_\_\_\_      IMPRISONED DATE: \_\_\_\_\_      RELEASE DATE: \_\_\_\_\_

LIST ANY PROFESSIONAL OR RECREATIONAL LICENSES: \_\_\_\_\_

CAR MODEL/MAKE/YEAR \_\_\_\_\_

NAME OF OTHER PARENT'S FATHER	NAME OF OTHER PARENT'S MOTHER
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HIS ADDRESS	HER ADDRESS
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FATHER'S PHONE	MOTHER'S PHONE
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**INFORMATION ABOUT OTHER PARENT'S EMPLOYMENT**

CURRENT EMPLOYER	ADDRESS-STREET	CITY	STATE	ZIP
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IF UNEMPLOYED, NAME LAST EMPLOYER	ADDRESS-STREET	CITY	STATE	ZIP
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OCCUPATION	UNION NAME	LOCAL NO.
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ADDITIONAL INFORMATION THAT COULD ASSIST IN LOCATION OF PARENT, INCOME AND ASSETS. INCLUDE NAMES AND CONTACT INFORMATION OF OTHER FAMILY MEMBERS AND FRIENDS. LIST TYPES AND LOCATION OF ANY PROPERTY OR ASSETS OWNED BY OTHER PARENT.

**ADDITIONAL INFORMATION**

Please provide any additional information here.

**COURT ORDER INFORMATION (FILL IN ALL THAT APPLY)**

Type of Order	County	State	File Date	Support Amount per month	For Child(ren)
DIVORCE(S)/DISSOLUTION(S) (LIST ALL)				\$ /MO	
OTHER (LIST TYPES, INCLUDING CPO, CUSTODY, ETC)				\$ /MO	

THERE ARE NO COURT ORDERS FOR THE CHILD(REN) NAMED :

I RECEIVE VOLUNTARY PAYMENTS FOR THE CHILD(REN) NAMED:

AMOUNT \$	FREQUENCY	DATE LAST SUPPORT RECEIVED	AMOUNT RECEIVED \$

ARE THERE ANY PENDING COURT ACTIONS INVOLVING ANY OF THE OTHER PARENTS OR CHILDREN?  
 YES     NO    IF YES, NOTE ACTION BELOW

**SIGNATURE AND DOCUMENTATION**

<b>SIGNATURE OF APPLICANT</b>	<b>PRINT NAME OF APPLICANT</b>	<b>DATE</b>
<b>SIGNATURE OF PARENT/GUARDIAN IF APPLICANT IS A MINOR</b>	<b>PRINT NAME OF PARENT/GUARDIAN</b>	<b>DATE</b>

**CHECKLIST OF INFORMATION TO SUBMIT**

- Copy of Birth Certificate & Social Security Card for Each Child
- Copies of all Court Orders including Civil Protection Orders
- Copy of Marriage Certificate(s)
- Copy of Out of State Support Payment Records
- Copy of Medical Insurance Cards