

Child Support Case Information Form and Child Support Enforcement Services Application Form

Who must fill out this form?

Everyone seeking or paying child support must fill out sections 1-5 of this form and sign section 7. Please also read section 6 about Safeguards For Those At Risk Of Harm. If section 6 applies to you, please fill it out.

Why must I fill out this form?

Federal and state law require every state to have one place that collects information from everyone who has a child support order. In Massachusetts, the Child Support Enforcement Division of the Department of Revenue (DOR) will collect this information. The information you provide on this form will not be disclosed except to assist with child support enforcement efforts and to determine and enforce other parental rights. This form will not be included in the court file.

What will DOR do with the information in this form?

1. Keep it in the Massachusetts Child Support Case Registry.

DOR will keep your information in the Massachusetts Child Support Case Registry. The Massachusetts Child Support Case Registry will contain information about all child support orders entered by Massachusetts courts. The information in this registry will be given to the federal case registry and used to establish paternity, and to establish, modify and enforce child support obligations. This information may also be used to determine and enforce other parental rights.

2. Receive and send out all child support payments made by wage withholding.

Federal and state law require that employers send all child support payments made by wage withholding to one place. Massachusetts has selected DOR to process these payments. DOR will then send the payments to the custodial parent. DOR must receive and send out all child support paid through wage withholding even if you do not apply for services.

3. Use it to provide additional child support services to customers who apply.

DOR provides additional child support services to customers who apply for services without any cost to you except for genetic marker testing. DOR will work to establish, modify and enforce a child support order, and to collect any past-due child support owed to you. Other services include: locating the other parent, establishing paternity, establishing and enforcing a medical insurance order, keeping track of any changes in employment and keeping employers informed about wage assignments. If you want DOR services, please check "Yes" in section 1 of this form.

4. Update your address so that you can be notified of any future child support actions.

You must notify DOR of any changes to your address, telephone number and employment. The address information that you give us will be used to notify you about future court actions in, your case. If you do not let DOR know when your address has changed, a notice of court action may not reach you. As a result, a court may make changes to your order, including the amount of your child support order, without your knowledge. While you may use a post office box as your mailing address, you must also give DOR your residential address.

Note: Before turning in this form, please tear off this page and keep it for your records.

Please continue to next page.

Section 1: Application to Become a DOR Customer.

In addition to receiving and sending out child support payments made by wage withholding, DOR provides additional child support services to its customers. If you would like these additional services, please check "Yes" below.

I Want to Be a DOR Customer: YES NO

I understand that DOR will only provide additional child support services to me if I check "yes". These services will be provided at no additional cost except for genetic marker testing.

Services requested:

Once you become a customer, DOR will evaluate your circumstances to determine which services would best help your case. You can help us make this determination by letting us know the service or services you want from DOR by checking the appropriate boxes below. Once your application has been processed, you will receive more information about the services DOR provides. DOR will let you know if any further information is needed.

- Locate the other parent
- Establish paternity for the child born out of wedlock, including genetic testing
- Establish a child support-order
- Review a child support order for possible modification
- Enforce a child support order
- Collect your past-due support

Please note that if your case involves the collection of past-due support, you may need to complete an Affidavit of Arrears. You may obtain an Affidavit at the DOR office in the court or by calling the Customer Service Bureau at the number listed below.

Limited Power of Attorney:

When we are providing services to you, we must have the authority to sign papers, direct the noncustodial parent or his or her employer to make payments directly to DOR, cash checks from an obligated parent and send the money to the other parent. For DOR to take these steps, we need a Limited Power of Attorney to act for you in your name. This gives us the authority to sign papers and receive and endorse any and all checks, money orders or bank drafts representing child support payments made to you or on your behalf. Without this authority we cannot work on your case effectively. If you check "Yes" above, and sign section 7, you grant DOR this Limited Power of Attorney.

Please continue to next page.

Section 4: Children's Information

List the full name, date of birth, Social Security number and sex of each child who is a subject of this child support order.

Name (First, Middle, Last)	Date of Birth (Month/Day/Year)	Sex M or F	Social Security Number	Child lives with me Y or N
A.				
B.				
C.				
D.				
E.				

What is your relationship to the child(ren)? Mother Father Other

If other, please specify your relationship to each child. _____

FOR OFFICIAL USE ONLY Court ID _____ Docket # _____ Amount Ordered _____

Section 5: Court Order Information

Please attach a copy of the most recent child support order and wage assignment entered by the court.

Please continue to next page.

Section 6: Information Safeguards For Those At Risk Of Harm

Information in the Massachusetts Child Support Case Registry is not public information and can be released only to assist with child support enforcement efforts and to determine and enforce other parental rights. If disclosure of information would place you or a member of your immediate family (members of your household) at risk of physical or emotional harm, DOR will take additional steps to safeguard your information. DOR cannot, however, guarantee that your information will remain confidential. If a request for this information is made, you will have a chance to tell a court judge why the information should not be disclosed. The court will then decide if a request for information will be granted.

I request the additional safeguards for me and the children who live with me because:

- 1. There is an Abuse Prevention Order issued by a Massachusetts Court (209A order) or a court in another state, or
- 2. I have a finding of "good cause" from the Department of Transitional Assistance, or
- 3. I will provide DOR with reasonable evidence of domestic violence or child abuse and that disclosure of my information would place me or my children at risk of physical or emotional harm. (You must write the reasons below).

Please let us know by writing below why disclosure of your information could result in harm to you or your children. Please list any supporting evidence such as a restraining order from Massachusetts or another state, police reports or official records that document your situation.

Section 7: Signature

Everyone must sign below. If you checked "yes" in section 1, your signature grants DOR a limited power of attorney and serves as an application for additional DOR child support enforcement services.

I hereby certify under penalties of perjury that the information provided in sections 1-6 is true to the best of my knowledge and belief.

X

Your Signature

Date

