

CHILD SUPPORT ENFORCEMENT TRANSMITTAL #1 – INITIAL REQUEST

The information on this form may be disclosed as authorized by law.

If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

Child Support Agency Confidential Information Form must be attached.**Petitioner: Legal Name** (first, middle, last, suffix)

Jane A Doe

IV-D Case: ☐ TANF☐ IV-E Foster Care**Tribal Affiliation** (if applicable)☐ Medicaid Only☐ Former Assistance☐ Never Assistance**Respondent: Legal Name** (first, middle, last, suffix)

John F Doe

Tribal Affiliation (if applicable)**To:** (Agency Name and Address)

Alaska CSSD

550 W 7th AVE STE 310

ANCHORAGE, AK 99501

PHONE: (907) 269-6900

dor.csed.pfdo@alaska.gov

Responding Locator Code

02020

State A K

Responding IV-D Case Identifier**Responding Tribunal Number****From:** (Contact Person, Agency, Address, Phone, Fax, E-mail)

DIV OF CHILD SUPPORT

ATTN: Jeff Spark

PO BOX 9008

OLYMPIA, WA 98507-9008

Initiating Locator Code

5300000

State WA

Initiating IV-D Case Identifier

2390012

Initiating Tribunal Number**Payment Locator Code**

530001

State WA

Send Payments To: (if different from above)**NOTE:**☐ **Nondisclosure Finding/Affidavit attached**☐ **This form sent through EDE**☒ **This request or information sent through CSENet****Section I. Action.** The responding jurisdiction should open an intergovernmental case with the initiating jurisdiction and provide all appropriate services, including: (Please return the Acknowledgment form)

1. ☐ Establish parentage
2. ☐ Establish and enforce order, and forward payment to the initiating jurisdiction's SDU for:
 - A. ☐ Current child support, including medical support
 - B. ☐ Retroactive child support
 - C. ☐ Medical support only
3. ☐ Take the following action(s) on the responding tribunal's order and forward payment to the initiating jurisdiction's SDU:
 - A. ☐ Enforce
 - B. ☐ Modify and enforce
 - C. ☐ Modify then close the intergovernmental IV-D case
 - D. ☐ Enforce arrears only
 - E. ☐ Change person/entity entitled to receive funds and enforce
4. ☐ Take the following action on a support order of another jurisdiction and forward payment to the initiating jurisdiction's SDU:
 - A. ☐ Register and enforce
 - B. ☐ Register, modify, and enforce
 - C. ☐ Register, modify, then close the intergovernmental IV-D case
 - D. ☐ Register and enforce arrears only
5. ☒ Other **PFD ONLY**

Section II. Case Summary (Background of this matter: court/administrative actions)

Date of Support Order

06/05/95

State and county, tribe or foreign country issuing order

WASHINGTON, KING COUNTY

Tribunal Number

95-00023

Support amount/frequency

\$ /

Date of last payment

Total amount of arrears

\$ 4,956.00

Period of computation

06/01/00 thru 01/08/18

☐ Current Support ☒ Arrears Only

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Section II. Case Summary (Continued):

Date of Support Order	State and county, tribe or foreign country issuing order	Tribunal Number	
Support amount/frequency \$ /	Date of last payment	Total amount of arrears \$	Period of computation thru
☐ Current Support ☐ Arrears Only			

☐ Additional orders or information attached.

Section III. Obligee Information: ☒ Parent ☐ Caretaker

Obligee legal name (first, middle, last, suffix) JANE A DOE
If caretaker: relationship to child(ren) ☐ Has legal custody/guardianship of the child(ren)

IV. Obligor Information Obligor legal name (first, middle, last, suffix) JOHN F DOE

V. Dependent Child(ren) Information

Legal Name (first, middle, last, suffix)
JIMMY D DOE
SARA J DOE

VI. Other Pertinent Case Information:

☐ Continued on attached sheet(s), incorporated by reference.

VII. Attachments	(Supporting Documentation)
☐	Child Support Agency Confidential Information Form for IV-D Use Only
☐	Declaration in Support of Establishing Parentage
☐	Personal Information Form for UIFSA § 311
☐	Letter of Transmittal Requesting Registration
☐	Payment history
☐	Arrears balance and/or accrued interest (affidavit of arrears)
☐	Arrears calculation (month by month)
☐	Uniform Support Petition
☐	General Testimony
☐	Support Order(s)
☐	Acknowledgment of Parentage
☐	Birth certificate/birth record
☐	Nondisclosure finding/affidavit
☐	Other Attachments

VIII. Contact Information:

APRIL 15, 2018 Date	Jeff Spark Initiating Contact Person (first, middle, last)	(541)271-7777 Direct telephone number and extension
(541) 277-1234 Fax Number	E-mail	

SIGNATURE IS REQUIRED

Encryption Requirements:

When communicating this form through electronic transmission, precautions must be taken to ensure the security of the data. Child support agencies are encouraged to use the electronic applications provided by the federal Office of Child Support Enforcement. Other electronic means, such as encrypted attachments to e-mails may be used if the encryption method is compliant with Federal Information Processing Standard (FIPS) Publication 140-2 (FIPS PUB 140-2).

EXAMPLE ONLY

CHILD SUPPORT AGENCY CONFIDENTIAL INFORMATION FORM

FOR IV-D AGENCY USE ONLY – DO NOT FILE WITH A TRIBUNAL OR PROVIDE TO THE OTHER PARTY

The information on the form may be disclosed only as authorized by law.

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NOTE:

☐ This form sent through EDE

Section I. Case Information:

Initiating jurisdiction name: Washington	Responding jurisdiction name: Alaska
Initiating IV-D case identifier: 2390012	Responding IV-D case identifier:
Initiating tribunal number:	Responding tribunal number:

Section II. Parent/Caretaker Information:

Parent ☐ Obligee or ☒ Obligor		Parent ☒ Obligee or ☐ Obligor	
Legal name (first, middle, last, suffix): JOHN F DOE		Legal name (first, middle, last, suffix): JANE A DOE	
Relationship to child(ren): FATHER		Relationship to child(ren): MOTHER	
Gender: ☒ Male ☐ Female ☐ Other		Gender: ☐ Male ☒ Female ☐ Other	
Date of birth: 02/18/85	Place of birth: (city, county, state) Dillingham, AK	Date of birth: 04/21/85	Place of birth: (city, county, state) Spokane, WA
SSN: 211-00-0002	Home telephone: (907) 383-9622	SSN: 111-00-0001	Home telephone: (216) 111-3333
Cell telephone:	Work telephone:	Cell telephone:	Work telephone:
Alias (e.g., maiden name, nickname):		Alias (e.g., maiden name, nickname):	
Home address (street, city, state, zip code):		Home address (street, city, state, zip code):	
Date address confirmed: _____		Date address confirmed: _____	
Mailing address (street, PO Box, city, state, zip code):		Mailing address (street, PO Box, city, state, zip code):	
Date address confirmed: _____		Date address confirmed: _____	
E-mail:		E-mail:	
Employer name:		Employer name:	
Date employer confirmed: _____		Date employer confirmed: _____	
Employer address (street, city, state, zip code):		Employer address (street, city, state, zip code):	
Employer FEIN:		Employer FEIN:	
Incarcerated? ☐ Yes ☐ No (If yes, Inmate #: _____ and facility name: _____)		Incarcerated? ☐ Yes ☐ No (If yes, Inmate #: _____ and facility name: _____)	

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Caretaker - Obligee (When obligee is not the child(ren)'s parent)	
Legal name (first, middle, last, suffix):	
Relationship to child(ren):	
Gender: ☐ Male ☐ Female ☐ Other	
Date of birth:	
SSN:	Home telephone:
Cell telephone:	Work telephone:
Home address (street, city, state, zip code):	
Date address confirmed: _____	
Mailing address (street, PO Box, city, state, zip code):	
Date address confirmed: _____	
E-mail:	

Section III. Child(ren) Information:

Child #1 legal name (first, middle, last, suffix): JIMMY D DOE	
Home address (street, city, state, zip code): ONLY IF DIFFERENT FROM OBLIGEE'S	
SSN: 666-76-6666	Date of birth: 01/21/00
Place of birth (city, county, state): WASHINGTON	Gender: ☒ Male ☐ Female
Nonmarital birth: ☐ Yes ☐ No (If no, date of marriage: _____)	
If yes, complete the following:	
☐ Parentage established. Was this parentage establishment a paternity determination of fatherhood? ☐ Yes ☐ No	
Parentage was established on _____ (date) in _____ (state).	
Parentage was established by:	
☐ Order	
☐ Acknowledgment of Parentage	
☐ Adoption	
☐ Other: _____	
☐ Parentage was not established.	

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Section III. Child(ren) Information (Continued):

Child #2 legal name (first, middle, last, suffix): SARA J DOE	
Home address (street, city, state, zip code): ONLY IF DIFFERENT FROM OBLIGEE'S	
SSN: 666-76-7777	Date of birth: 05/10/12
Place of birth (city, county, state): WASHINGTON	Gender: ☐ Male ☒ Female
Nonmarital birth: ☐ Yes ☐ No (If no, date of marriage: _____)	
If yes, complete the following:	
☐ Parentage established. Was this parentage establishment a paternity determination of fatherhood? ☐ Yes ☐ No	
Parentage was established on _____ (date) in _____ (state).	
Parentage was established by:	
☐ Order	
☐ Acknowledgment of Parentage	
☐ Adoption	
☐ Other: _____	
☐ Parentage was not established.	
Child #3 legal name (first, middle, last, suffix):	
Home address (street, city, state, zip code):	
SSN:	Date of birth:
Place of birth (city, county, state):	Gender: ☐ Male ☐ Female
Nonmarital birth: ☐ Yes ☐ No (If no, date of marriage: _____)	
If yes, complete the following:	
☐ Parentage established. Was this parentage establishment a paternity determination of fatherhood? ☐ Yes ☐ No	
Parentage was established on _____ (date) in _____ (state).	
Parentage was established by:	
☐ Order	
☐ Acknowledgment of Parentage	
☐ Adoption	
☐ Other: _____	
☐ Parentage was not established.	

☐ Additional Child(ren) Information Attached

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INSTRUCTIONS FOR CHILD SUPPORT AGENCY CONFIDENTIAL INFORMATION FORM

PURPOSE OF THE FORM:

This form is for Child Support (IV-D) Agency use only and is not to be filed with a tribunal or provided to the other party. The Child Support Agency Confidential Information Form is intended to safeguard the privacy of individuals by providing a means to record their personal identifiable information on a separate document that is not served on the parties or filed with a tribunal. The information contained in the form is governed by federal and state safeguarding and privacy requirements.

Italicized text that appears within a "box" refers to policy or provides additional information.

For an address outside the United States, be sure to include the foreign country and postal code.

Tribal IV-D programs may choose to use the federal Intergovernmental forms. However, they are not required to use or accept such forms. If you have any questions, contact the tribal IV-D agency directly using the contact information on the OCSE website.

Where forms request a locator code, note that tribal locator codes uniquely identify tribal cases with "9" in the first position, 0 (zero) in the second position, and then a 3-character tribal code defined by the Bureau of Indian Affairs (BIA).

In the **"NOTE:"** section, check any of the following that apply:

- **This form sent through EDE** – Check if this form was sent through the Electronic Document Exchange (EDE).

The following options are available for making IV-D requests and sending information on IV-D cases:

1. *CSENet transactions are the recommended method for making requests or sending information to another state. If CSENet is not listed as an option on the form, then it cannot be used to convey any of the requests for information or IV-D requests provided on the form. Supporting documentation should be sent through EDE, whenever possible. If certified copies are needed, hard copies should also be sent by mail. Mail or fax may also be used for all documents when EDE is not available.*
2. *If CSENet transactions are not available in your state, EDE is the next preferred method for transmitting your request or information. Both your state and the receiving state must be using the EDE application to use this communication method.*
3. *If the EDE application is not available in your state or the receiving state, then mail or fax must be used to communicate your request.*

Section I. Case Information

In the space provided, enter:

- Initiating jurisdiction name
- Initiating IV-D case identifier
- Initiating tribunal number
- Responding jurisdiction name
- Responding IV-D case identifier, if known
- Responding tribunal number, if known

The initiating jurisdiction is the jurisdiction that referred the case to the responding jurisdiction for services. The responding jurisdiction is the jurisdiction that is working the case at the request of the initiating jurisdiction. Under "IV-D case identifier", enter the number/identifier identical to the one submitted on the Federal Case Registry, which is a left-justified up to 15-character alphanumeric field, allowing all characters except asterisk and backslash, and with all characters in uppercase. Under "tribunal number", you may enter the docket number, cause number, or any other appropriate reference number that the initiating and responding tribunals have assigned to the case.

Section II. Parent/Caretaker Information:

Identify each parent as the obligee or obligor, as appropriate. UIFSA defines obligor to include a person alleged to be a parent. For each parent, enter:

- Full legal name (first, middle, last, suffix)
- Relationship to the child(ren)
- Gender*
- Date of birth
- Place of birth (city, county, state or the foreign country of birth)
- Social Security Number
- Home telephone number
- Cell telephone number
- Work telephone number
- Any known alias (e.g., maiden name, nickname) - an alias may include a person's former married name.
- Home address (street, city, state, zip code) - include all parts of the address (e.g., apartment number)
- Date home address was confirmed
- Mailing address (street, PO Box, city, state, zip code) - include all parts of the address (e.g., apartment number)
- Date mailing address was confirmed
- E-mail address that parent prefers for communication
- Employer's name
- Date employer was confirmed
- Employer's address (street, city, state, zip code) - include all parts of the address (e.g., suite number)
- Employer Federal Employer Identification Number (FEIN)
- Whether person is Incarcerated:
 - If "No," continue completion of the form.
 - If "Yes," enter the Inmate number, if known, and facility name, if known

Complete the caretaker-obligee information only if the child(ren)'s caretaker is someone other than the child(ren)'s parent. Enter the following information about the caretaker-obligee:

- Full legal name (first, middle, last, suffix)
- Relationship to the child(ren)
- Gender*
- Date of birth
- Social Security Number
- Home telephone number
- Cell telephone number
- Work telephone number
- Home address (street, city, state, zip code) - include all parts of the address (e.g., apartment number)
- Date home address was confirmed
- Mailing address (street, PO Box, city, state, zip code) - include all parts of the address (e.g., apartment number)
- Date mailing address was confirmed
- E-mail address that caretaker-obligee prefers for communication

* Gender is defined as "male," "female," or "other". Select "other" if the person does not identify as "male" or "female."

Section III. Child(ren) Information:

Identify all of the children for whom support is owed or being sought. For each child, enter:

- Full legal name (first, middle, last, suffix)
- Home address (street, city, state, zip) - include all parts of the address (e.g., apartment number)
- Social Security Number
- Date of birth
- Place of birth (city, county, state or the foreign country of birth)
- Gender
- Whether this was a nonmarital birth (parents were not married when child was born, also referred to as "born out of wedlock" or BOW)
 - If "No", enter the date of the marriage.
 - If "Yes", this is a nonmarital birth, complete the information below.
 - o Check "Parentage established" if parentage has already been established (the legal parent-child relationship between a child and unmarried parents has been determined). Check the appropriate box to indicate whether the parentage establishment was a paternity determination of fatherhood. "Paternity" is defined as the legal establishment of fatherhood for a child, either by court determination, administrative process, or voluntary acknowledgment.
 - Enter the date parentage was established and the state in which parentage was established.
 - Identify how parentage was established - by order of a tribunal, by acknowledgment of parentage, by adoption, or by other legal process under state law. If "Other," describe how the parent-child relationship was established
 - o Check "Parentage not established" if parentage has not been established.

Check "Additional Child(ren) Information Attached" when support is owed or being sought for more than three children or if additional space is needed.

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The Paperwork Reduction Act of 1995

Public reporting burden for this collection of information is estimated to average 0.05 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.