

How Do You Apply for Child Support Enforcement Services

To open a case with the Family Support Division you must complete an “Interview Sheet” and submit the completed form to our office along with an application fee of \$25.00 - which is to be paid by “Money Order” only. If you receive TANF (Temporary Assistance for Needy Families) or Medicaid benefits - the fee will be waived. **Note:** *Please allow approximately 30 minutes to open a case.*

For a Parent that is absent you will also need to provide the following information:

1. Social Security Number
2. Date of Birth
3. Place of Birth (if known)
4. Physical Description
5. Current Address
6. Current Employer
7. Father’s Complete Legal Name & Current Address
8. Mother’s Maiden Name & Current Address

For the Child you will need to provide the following information:

- i. Child(s) Social Security Number
- ii. Date of Birth
- iii. Place of Birth

Also if applicable you will need to provide the following:

- a. All “Court Orders” pertaining to child support
- b. Paternity Affidavit
- c. Record of any support paid directly to you

Remember that it is your responsibility to report any change in circumstances or information. The more complete, accurate and up to date the information you provide - the easier and faster it will be to collect the child support that is due and owing.