

Helpful Documentation When Applying for Child Support Services

In order to apply for child support services at your local child support office, you should provide as much of the following information as you have available:

- Full name, address, and phone number of the parent who is responsible for support and date at last address
- Date of birth and physical description (or photograph) of the non-custodial parent
- Social Security Numbers of the parties. Based on section 466(a)(13) of the Social Security Act [42 U.S.C. 666(a)(13)], you are required to disclose your Social Security number to the Child Support agency. It will be used by the State's Child Support Program to locate individuals for the purposes of establishing paternity, and establishing, modifying, and enforcing support obligations.
- Birth Certificate for each child
- Listing of all legal actions relating to child support and/or paternity which have taken place
- Certified copies of orders and payment records
- Date and place of marriage, divorce or separation
- Whether you have contacted an attorney regarding support and/or paternity
- Name and address of the current or most recent employer of the non-custodial parent and his or her gross/net income, if known
- Names of friends and relatives of the non-custodial parent and organizations to which the non-custodial parent belongs
- Any other information pertaining to income or property of the non-custodial parent such as cars, boats, or homes
- Whether you receive or have ever received Families First (or AFDC), or Medicaid, and if you wish a health insurance order to be pursued
- The kind of medical plan the non-custodial parent has and the policy number, if known