

Safeguarding Personally Identifying Information on Intergovernmental Cases

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Intergovernmental Forms

- States are required to use the federally approved standard intergovernmental forms for intergovernmental actions.
- These forms must be sent to other state IV-D agencies.
- Some tribes accept these forms.
- You might be able to use these for some international cases; however, the Hague forms must be used for cases with Hague Countries.

Revised and/or Renamed Forms

- *Child Support Enforcement Transmittal # 1 – Initial Request*
- *Child Support Enforcement Transmittal # 2 – Subsequent Actions*
- *Child Support Enforcement Transmittal # 3 – Request for Assistance/Discovery*
- *Uniform Support Petition*
- *General Testimony*
- *Declaration in Support of Establishing Parentage*
previously named Affidavit in Support of Establishing Paternity
- *Child Support Locate Request*
previously named Locate Data Sheet
- *Notice of Determination of Controlling Order*
- *Letter of Transmittal Requesting Registration*
previously named Registration Statement

New Forms

- *Child Support Enforcement Transmittal #1 – Acknowledgment*
- *Child Support Agency Confidential Information*
- *Personal Information Form for UIFSA § 311*
 - *To Be Filed with Tribunal*
- *Child Support Agency Request for Change of Support Payment Location Pursuant to UIFSA § 319*

Intergovernmental Forms Matrix

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https://www.acf.hhs.gov/sites/default/files/programs/css/intergovernmental_forms_matrix.pdf

Establish Paternity and Enforce

**Establish parentage*
and establish and
enforce a support
order for:**

- **Current support**
- **Retroactive child support**
- **Medical support only**

1. **Child Support Enforcement Transmittal #1 – Initial Request**
 - Check action 1
 - Check 2.A and/or B or C
2. **Child Support Agency Confidential Information Form**
3. **Uniform Support Petition**
4. **General Testimony**
5. **Personal Information Form for UIFSA § 311**
6. **Declaration in Support of Establishing Parentage (for each child)**

Establish and Enforce

Establish and enforce a support order for:

- **Current support**
- **Retroactive child support**
- **Medical support only**

1. **Child Support Enforcement Transmittal #1 – Initial Request**
 - Check action 1
 - Check 2.A and/or B or C
2. **Child Support Agency Confidential Information Form**
3. **Uniform Support Petition**
4. **General Testimony**
5. **Personal Information Form for UIFSA § 311**

Enforcement

For cases with existing responding tribunal orders:

- Enforce
- Enforce arrears only
- Change person/entity entitled to receive funds and enforce

1. Child Support Enforcement Transmittal #1 – Initial Request
Check action 3.A, D, or E
2. Child Support Agency Confidential Information Form

Modification

For cases with existing responding tribunal orders:

- **Modify and enforce**
- **Modify then close the intergovernmental IV-D case**

1. **Child Support Enforcement Transmittal #1 – Initial Request**
Check action 3.B or C
2. **Child Support Agency Confidential Information Form**
3. **Uniform Support Petition**
4. **General Testimony**
5. **Personal Information Form for UIFSA § 311**

Register and Enforce

For cases with existing orders from another jurisdiction: (not the responding state)

- **Register and enforce**
- **Register and enforce arrears only**

1. **Child Support Enforcement Transmittal #1 – Initial Request**
Check action 4.A or D
2. **Child Support Agency Confidential Information Form**
3. **Letter of Transmittal Requesting Registration**

Register and Modify

For cases with existing orders from another jurisdiction (not the responding state):

- Register, modify, and enforce
- Register, modify, then close the intergovernmental IV-D case

1. Child Support Enforcement Transmittal #1 – Initial Request
Check action 4.B or C
2. Child Support Agency Confidential Information Form
3. Letter of Transmittal Requesting Registration
4. Uniform Support Petition
5. General Testimony
6. Personal Information Form for UIFSA § 311

Child Support Agency Confidential Information Form **AGENCY USE ONLY**

- NOT to be filed with a tribunal
- NOT to be provided to the other party

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PURPOSE:

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.

Section I.

Case Information

Section 1. Case Information:

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

Include the name of the initiating and responding jurisdiction, both jurisdiction's case identifier (if known), and the tribunal/docket number (if known).

Section II.

Parent/Caretaker Information

Section II. Parent/Caretaker Information:

Parent ☐ Obligee or ☐ Obligor	Parent ☐ Obligee or ☐ Obligor
Legal name (first, middle, last, suffix):	Legal name (first, middle, last, suffix):
Relationship to child(ren):	Relationship to child(ren):
Gender: ☐ Male ☐ Female ☐ Other	Gender: ☐ Male ☐ Female ☐ Other

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

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

Section II. Parent/Caretaker (continued)

Date of birth:	Place of birth: (city, county, state)	Date of birth:	Place of birth: (city, county, state)
SSN:	Home telephone:	SSN:	Home telephone:
Cell telephone:	Work telephone:	Cell telephone:	Work telephone:
Alias (e.g., maiden name, nickname):		Alias (e.g., maiden name, nickname):	

Alias may include a person's former married name.

Section II.

Parent/Caretaker (continued)

Home address (street, city, state, zip code): Date address confirmed: _____	Home address (street, city, state, zip code): Date address confirmed: _____
Mailing address (street, PO Box, city, state, zip code): Date address confirmed: _____	Mailing address (street, PO Box, city, state, zip code): Date address confirmed: _____

Include apartment number, if applicable.

IMPORTANT: Date address confirmed/verified

Section II.

Parent/Caretaker (continued)

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:

IMPORTANT: Date employer confirmed/verified

FEIN: Employer Federal Employer Identification Number

Section II.

Parent/Caretaker (continued)

Incarcerated? [] Yes [] No (If yes, Inmate #: _____ and facility name: _____)	Incarcerated? [] Yes [] No (If yes, Inmate #: _____ and facility name: _____)
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Incarcerated:

- If “No,” continue with completion of the form
- If “Yes,” enter the Inmate number, if known, and facility name, if known

Section II.

Caretaker - Obligee

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:	

Complete this section, ONLY IF the child(ren)'s caretaker is someone OTHER than the child(ren)'s parent.

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

Section III. Child(ren) Information:

Child #1 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

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

Section III. Child(ren) Information

Nonmarital birth: ☐ Yes ☐ No (If no, date of marriage: _____)

**Indicate whether this was a nonmarital birth
(parents were not married when the child was born)**

- If “No,” enter the date of the marriage
- If “Yes,” this is a nonmarital birth, complete information in the next section.

Section III. Child(ren) Information Parentage

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.

Paternity is defined as the legal establishment of fatherhood for a child either by:

- Court determination
- Administrative Process
- Voluntary Acknowledgment

Check “parentage established” if parentage has already been established.

Section III.

Child(ren) Information

Parentage

Parentage was established on _____ (date) in _____ (state).

Parentage was established by:

☐ Order

☐ Acknowledgment of Parentage

☐ Adoption

☐ Other: _____

☐ Parentage was not established.

Enter the date parentage was established and the state in which parentage was established.

Identify how parentage was established:

- Court determination
- Administrative Process
- Voluntary Acknowledgment
- Other (describe how the parent-child relationship was established)

Personal Information Form for UIFSA § 311

To Be Filed With a Tribunal

Personal Information Form for UIFSA § 311

The following forms state that the Personal Info Form must be attached:

- *General Testimony.*
- *Declaration in Support of Establishing Parentage.*
- *Uniform Support Petition.*

Note: *Letter of Transmittal Requesting Registration.*

UIFSA § 311

This form is required due to UIFSA § 311:

(a) In a proceeding under this [act], a [petitioner] seeking to establish a support order, to determine parentage of a child, or to register and modify a support order of a tribunal of another state or a foreign country must file a [petition]. Unless otherwise ordered under Section 312, the [petition] or accompanying documents must provide, so far as known, **the name, residential address, and social security numbers of the obligor and the obligee or the parent and alleged parent, and the name, sex, residential address, social security number, and date of birth of each child for whose benefit support is sought or whose parentage is to be determined.** Unless filed at the time of registration, the [petition] must be accompanied by a copy of any support order known to have been issued by another tribunal. The [petition] may include any other information that may assist in locating or identifying the [respondent].

File with a Tribunal

Form is filed with a tribunal, but is not to be filed in a public access file.

NonDisclosure

PERSONAL INFORMATION FORM FOR UIFSA § 311 – TO BE FILED WITH A TRIBUNAL

☐ **Nondisclosure finding/affidavit attached**

THIS FORM CONTAINS SENSITIVE INFORMATION – DO NOT FILE THIS FORM IN A PUBLIC ACCESS FILE

If there is a UIFSA § 312 Affidavit, Finding, or Order, do the following:

- **Send a copy of the Affidavit/Order in the packet.**
- **Put your office address in the payee's address fields.**
- **Do not complete the payee's SSN.**
- **Put your office address as the children's address.**

EDE

NOTE:

☐ This form sent through EDE

If you are able to send forms through Electronic Document Exchange(EDE), mark this box and send the forms through EDE.

Case Information

Section 1. Case Information:

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

Include the name of the initiating and responding jurisdiction, both jurisdiction's case identifier, and the tribunal/docket number.

Parent Information

Section 2. Parent/Caretaker Information:

Parent ☐ Obligee or ☐ Obligor	Parent ☐ Obligee or ☐ Obligor
Legal name (first, middle, last):	Legal name (first, middle, last):
SSN:	SSN:
Home address (street, city, state, zip):	Home address (street, city, state, zip code):

Enter the legal name, SSN, and home address for the parties. The obligee information should be listed in one column and the obligor in the other column.

If the obligee is a caretaker, complete the caretaker below information rather than the obligee information.

Caretaker Information

Caretaker - Oblige (When obligee is not the child(ren)'s parent)
Legal name (first, middle, last):
SSN:
Home address (street, city, state, zip code):

If the obligee is caretaker of the children, enter the legal name, SSN, and home address of the caretaker.

Children's Information

Section 3. Child(ren) Information:

Child #1 legal name (first, middle, last):	
Child's address (street, city, state, zip code):	
The child began residing in _____ (state) on _____ (month/year).	
Child's SSN:	Child's date of birth:
Gender: ☐ Male ☐ Female	

Enter each child's name, address, SSN, date of birth, and gender. Also list the state the child lives in and the date the child began living in that state.

Important: There is room for three children on this form. Attach a separate document for additional children.

Letter of Transmittal Requesting Registration

Name Change

Old Name:

Registration Statement

New Name:

*Letter of Transmittal
Requesting Registration*

Header

LETTER OF TRANSMITTAL REQUESTING REGISTRATION

THIS FORM CONTAINS SENSITIVE INFORMATION – DO NOT FILE THIS FORM IN A PUBLIC ACCESS FILE.

- *This form can be used by a IV-D agency and by private attorneys.*
- *This form should not be filed in a public access file.*

Forms to Send when Requesting Registration

For IV-D cases, a Transmittal #1 and Child Support Agency Confidential Information Form must be attached.

The Child Support Enforcement Transmittal # 1- Initial Request and Child Support Agency Confidential Information Form must be included.

Non-Disclosure

NOTE:

☐ Nondisclosure Finding/Affidavit attached

☐ This form sent through EDE

- If a nondisclosure finding/affidavit has been obtained, be sure to include a copy with this document.
- If the form was sent through EDE document it here.

Registration Options

Action:	☐ Register for Enforcement
	☐ Register for Enforcement of Arrears Only
	☐ Assigned Arrears
	☐ Non-assigned Arrears
	☐ Register for Modification
	☐ Register for Modification and Enforcement

There are now 4 reasons why a court order can be registered.

- Register for Enforcement.
- Register for Enforcement of Arrears Only.
 - **IMPORTANT:** Select Assigned Arrears or Non-Assigned Arrears.
- Register for Modification.
- Register for Modification and Enforcement.

Case and Tribunal Identifier

Responding IV-D Case Identifier: _____	Initiating IV-D Case Identifier: _____
Responding Tribunal Number: _____	Initiating Tribunal Number: _____

**Complete the Responding and Initiating
IV-D Case Identifier and Tribunal/Docket Numbers.**

Section I. Case Summary

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

Date of support order:

State and county/tribe issuing order:

Tribunal number:

Current Obligation

Amount

Frequency (per)

Current child support \$

Current medical support \$

Current spousal support \$

Other: _____ \$

Type of Arrears

Amount

Total child support arrears \$

Total medical support arrears \$

Total spousal support arrears \$

Total interest \$

Other: _____ \$

Total amount of arrears: \$

Period of computation: from _____ to _____

Assigned arrears only: \$ _____

(Attach documentation of TANF time periods.)

Section I. Case Summary

Include the following in Section I. Case Summary:

- **Date of support order, state/tribunal issued order, and tribunal (docket number).**
- **The amount and frequency of all types of support (child, medical, and spousal).**
- **The amount of arrears for all types of support.**
- **Total arrears due.**
- **Time period of computation.**
- **Amount of assigned arrears only.**

UIFSA Article 6

Registration, Enforcement, and Modification of Support Order

SECTION 602. PROCEDURE TO REGISTER ORDER FOR ENFORCEMENT.

(a) Except as otherwise provided in Section 706, a support order or income-withholding order of another state or a foreign support order may be registered in this state by sending the following records to the [appropriate tribunal] in this state:

- (1) a letter of transmittal to the tribunal requesting registration and enforcement;
- (2) two copies, including one certified copy, of the order to be registered, including any modification of the order;
- (3) a sworn statement by the person requesting registration or a certified statement by the custodian of the records showing the amount of any arrearage;
- (4) the name of the obligor and, if known:
 - (A) the obligor's address and social security number;
 - (B) the name and address of the obligor's employer and any other source of income of the obligor; and
 - (C) a description and the location of property of the obligor in this state not exempt from execution; and
- (5) except as otherwise provided in Section 312, the name and address of the obligee and, if applicable, the person to whom support payments are to be remitted.

Section II. Obligee Information

Section II. Obligee Information: ☐ Parent ☐ Caretaker
Obligee's legal name (first, middle, last, suffix): _____
Obligee's address: _____
If caretaker, relationship to child(ren): _____ ☐ Has legal custody/guardianship of the child(ren)

- Enter the obligee's legal name and address.
- Select Parent or Caretaker depending on the relationship of the obligee to the child.
- If caretaker, enter the relationship of the caretaker to the child, and select if the caretaker has legal custody/guardianship.

Section III. Obligor Information

Section III. Obligor Information:

Obligor's legal name (first, middle, last, suffix): _____

Obligor's address: _____

SSN: _____ Employer Name: _____

Employer address: _____

Enter the following information about the Obligor if known.

- Legal name
- Address
- SSN
- Employer Name
- Employer Address

Section IV

Other Pertinent Information

Section IV. Other Pertinent Information:

This order is registered in the following states: _____

Attach description and location of any property not exempt from execution.

Identify any source of income of the obligor in addition to employment: _____

Other: _____

If there is other information that is needed for the registration process, include that in this section.

For example, jurisdictions that have registered the order, description of property, source of income in addition to employment.

Section V. Attachments

Section V. Attachments: Required – Two copies, including one certified copy, of the order to be registered, including any modification of the order.

The following documents are also attached and part of this Letter of Transmittal Requesting Registration:

- ☐ Certified statement of arrears (IV-D agency or other government entity record)
- ☐ Sworn statement of arrears (direct payments)
- ☐ Order determining arrears
- ☐ Description and location of any property not exempt from execution
- ☐ Other attachments: _____

NOTE: If requesting registration for modification, also attach a Uniform Support Petition, General Testimony, and a Personal Information Form for UIFSA § 311.

Include the following with this document:

- Two copies of the order to be registered and any modification. One copy of all orders must be certified.
- Certified statement of arrears
- Order determining arrears

Section VI. Declaration

Section VI. Declaration:

Under penalty of perjury, all information and facts stated in this Letter of Transmittal Requesting Registration are true to the best of my knowledge and belief.

_____ Date	_____ Name ☐ Party seeking registration ☐ IV-D representative/title	_____ Signature
_____ Date	_____ Printed name of petitioner's private attorney and attorney/bar number (if applicable)	_____ Signature of petitioner's private attorney

Name and Signature of party or IV-D representative.

Important: This form is signed under penalty of perjury, so it does not need to be notarized.

Common questions about the Child Support Agency Confidential Information Form, the Personal Information Form for UIFSA § 311, and the Letter of Transmittal Requesting Registration.

Question #1

Can you clarify the difference between the Personal Information Form for UIFSA § 311 and the Child Support Agency Confidential Information Form?

Answer #1

The Child Support Agency Confidential Information Form is intended to safeguard the privacy of individuals and is for Child Support (IV-D) Agency use only. It is not to be filed with a tribunal or provided to the other party.

Answer #1 Continued

The Personal Information Form for UIFSA § 311 is intended to safeguard the privacy of individuals by providing a means to record required UIFSA § 311 personal information on a separate document. This form can be filed with the tribunal, unless accompanied by a nondisclosure finding/affidavit. Because the form contains PII, the form should not be filed in a public access file.

Question #2

When do I include the Personal Information Form for UIFSA § 311 and the Child Support Confidential Information Form?

Answer #2

The Child Support Agency Confidential Information Form is required for the Transmittal #1, the Child Support Agency Request for a Change of Support Payment Location Pursuant to UIFSA § 319, and the Letter of Transmittal Requesting Registration (if it is a IV-D case). The form is optional for the Transmittal #2 and Transmittal #3.

Answer #2 Continued

The Personal Information Form for UIFSA § 311 is required to file a petition to establish a support order, determine parentage of a child, or register and modify an order of another state or foreign country.

See OCSE's Forms Matrix at the end.

Question #3

If a packet includes multiple forms does each form need its own separate copy of the Child Support Agency Confidential Information Form or the Personal Information Form for UIFSA §311?

Answer #3

No, you only need one copy of each form per packet.

Question #4

On the Child Support Confidential Information Form, there is a checkbox in Section III for additional information if there are 3 or more children. Should a 2nd Child Support Confidential Information Form be completed to list the additional children?

Answer #4

If there are more than three children, you would check the box “Additional Child(ren) Information Attached” and attach additional page(s) to the form. These additional page(s) are considered part of the Child Support Confidential Information Form.

Question #5

The Child Support Agency Confidential Information Form is optional for the Transmittals #2 & #3. Under what circumstances should the Child Support Agency Confidential Information Form be included?

Answer #5

Some of the PII on the Child Support Agency Confidential Information Form may be needed particularly for requests on the Transmittal #3 where there may not be a corresponding intergovernmental IV-D case in the other state.

It might make the process more efficient to include it with the request.

Question #6

Are all of the fields on the Personal Information Form for UIFSA § 311 mandatory?

Answer #6

Information described in UIFSA § 311 must be provided “so far as known”.

Question #7

The Personal Information Form for UIFSA § 311 , Section 3 has a box for:

“The child began residing
in_____ (state)
on_____ (month/year):”

What is the purpose of this?

Answer #7

The information about the date the child began residing in his or her current state is not required by UIFSA § 311. However, this information was included on the form because, in certain circumstances, a tribunal may need to determine the child's home state.

Question #8

The Transmittal # 1 and the Personal Information Form for UIFSA § 311 both have a place to mark a Nondisclosure Finding, but the Child Support Agency Confidential Information Form does not. Why?

Answer #8

The Child Support Agency Confidential Information Form is to be used only between the IV-D agencies and not provided to the court or the other party. The Transmittal #1 and Personal Information Form for UIFSA § 311 include the check box to indicate nondisclosure to the responding IV-D agency and any court where the forms might be filed.

Question #9

Has the “Registration Statement” been replaced with the “Letter of Transmittal Requesting Registration?” It appears that the “Letter of Transmittal Requesting Registration” is not required to be sworn – is that correct?

Answer #9

Yes, the “Registration Statement” has been replaced by the “Letter of Transmittal Requesting Registration.” Due to changes in state law, this form no longer has to be verified by a notary.

Question #10

The top of the Letter of Transmittal Requesting Registration indicates it should not be filed in a public access file since the form contains address and SSN information. Why is this court document treated differently than the others in not requiring the Personal Information Form for UIFSA §311? Was this intentional?

Answer #10

Yes this is intentional. Section 311 applies to a proceeding to establish parentage or a support order or to register for modification of another state's order. Procedures for registration of another state's order for enforcement are found under UIFSA §602. The Letter of Transmittal Requesting Registration, therefore, includes the information required by UIFSA §602.

Additional Questions or
Concerns can be sent to:

OCSE.DPT@ACF.HHS.GOV

Link to the forms matrix:

https://www.acf.hhs.gov/sites/default/files/programs/css/intergovernmental_forms_matrix.pdf