

**LETTER OF TRANSMITTAL REQUESTING REGISTRATION**

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

The information on this form may be disclosed to the parties in the case, unless accompanied by a nondisclosure finding/affidavit.

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.

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

**Responding IV-D Case Identifier:** \_\_\_\_\_ **Initiating IV-D Case Identifier:** \_\_\_\_\_

**Responding Tribunal Number:** \_\_\_\_\_ **Initiating Tribunal Number:** \_\_\_\_\_

**NOTE:**

**Nondisclosure Finding/Affidavit attached**

**This form sent through EDE**

**Action:**  Register for Enforcement

Register for Enforcement of Arrears Only

Assigned Arrears

Non-assigned Arrears

Register for Modification

Register for Modification and Enforcement

**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 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)

**Section III. Obligor Information:**

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

Obligor's address: \_\_\_\_\_

SSN: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Employer address: \_\_\_\_\_



# INSTRUCTIONS FOR LETTER OF TRANSMITTAL REQUESTING REGISTRATION

## PURPOSE OF THE FORM:

The Letter of Transmittal Requesting Registration is completed by the initiating jurisdiction to request registration of an existing order for enforcement and/or modification in the responding jurisdiction. The purpose of the form is to provide specific order information to the responding jurisdiction. This form can be used in IV-D and non-IV-D intergovernmental cases. It should be included with the other appropriate forms and, in IV-D cases, directed to the responding jurisdiction's central registry.

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

This form includes information that may pose a significant risk to an individual if made available in a public forum or inappropriately disclosed. This form can be filed with the tribunal, but should not be filed or included in a record available to the general public.

The information on this form may be disclosed to the parties in the case, unless accompanied by a nondisclosure finding/affidavit.

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.

*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).*

If this is a IV-D case, the **Transmittal #1** and the **Child Support Agency Confidential Information Form** must be attached.

## HEADING/CAPTION:

In the appropriate spaces, if applicable and if known, enter the responding jurisdiction's IV-D case identifier and tribunal number.

*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 responding tribunal may use to identify the case, if known.*

In the appropriate spaces, enter the Initiating jurisdiction's IV-D case identifier, and, if applicable, tribunal number.

*The initiating jurisdiction is the jurisdiction that referred the case to the responding jurisdiction for services. 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 tribunal has assigned to the case.*

**ACTION:**

Check the appropriate box indicating whether you are registering this order for enforcement, enforcement of arrears only, modification, or modification and enforcement. If registering the order for enforcement of arrears only, check the appropriate box(es) for assigned arrears and/or non-assigned arrears.

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

- **Nondisclosure Finding/Affidavit attached** - If there is a finding prohibiting disclosure of a party's or child(ren)'s address/identifying information or an affidavit alleging that disclosure of such information would result in risk of harm, check the box for "Nondisclosure Finding/Affidavit attached" and attach a copy of the finding/affidavit in accordance with section 312 of UIFSA.

*UIFSA requires that the petition or accompanying documents include certain identifying information regarding the parties and child(ren) (e.g., residential address, Social Security Number) unless a party alleges in an affidavit or a pleading under oath that the health, safety, or liberty of a party or child would be jeopardized by disclosure of such information. In that event, the information must be sealed.*

*If a jurisdiction has reason to believe that information should not be released because of safety concerns, it should ensure that there is a nondisclosure finding or an allegation in an affidavit or the pleading that disclosure of identifying information would result in a risk of harm, as provided under section 312 of UIFSA. In addition to identifying information included on this form, it may be appropriate to submit certain financial information under seal.*

- **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 Summary:**

Complete the following information for the tribunal order being registered for enforcement and/or modification in the responding jurisdiction.

Provide the date of the support order; the state and county or tribe where the issuing tribunal is located; and the tribunal number.

Provide the following information (as appropriate) under "Current Obligation": dollar amount and frequency of ordered current child support; dollar amount and frequency of ordered current medical support; dollar amount and frequency of ordered current spousal support; and dollar amount and frequency of other ordered ongoing support obligations. (For example, "other" may include separate obligations, such as child care costs.)

Provide the dollar amount of arrears (as appropriate) under "Type of Arrears." List separately the total arrears due for child support, medical support, spousal support, interest, and/or other support obligations. Total these arrears amounts and enter the sum in the field titled "Total amount of arrears." (If the order only specifies a single arrears amount, enter that amount in the field titled "Total amount of arrears".) For the "Period of Computation," enter the month, day, and year for both the beginning and the end date of the arrears computation. For the "Assigned arrears only" field, enter the total amount of the Temporary Assistance for Needy Families (TANF) arrears. Attach documentation showing the time period that the obligee received TANF.

**Section II. Obligee Information:**

This section provides basic information about the obligee. Check the appropriate box to indicate if the obligee is the parent or caretaker. Provide the obligee's full legal name (first, middle, last, suffix) and address. If the obligee is the caretaker, fill in the relationship of the caretaker to the child(ren). Check "Has legal custody/guardianship of child(ren)" if the custodian has legal custody or guardianship of the children.

**Section III. Obligor Information:**

This section provides basic information about the obligor required by section 602 of UIFSA. Provide the obligor's full legal name (first, middle, last, suffix), address, Social Security Number, employer name, and employer address.

**Section IV. Other Pertinent Information:**

In this section provide a list of all states where the child support order has been registered previously and any source of income of the obligor in addition to employment. Use this portion of the form also to provide other information that may assist the responding jurisdiction in its efforts to register the order. Attach a description and the location of any property or assets of the obligor in the responding jurisdiction that are not exempt from execution.

**Section V. Attachments:**

This section lists all documents that are attached. **NOTE:** You must attach two copies, including one certified copy, of the order to be registered, including any modification of the order.

Check the "Certified statement of arrears" box if you are providing a statement of arrears completed by a IV-D agency or other government entity. UIFSA requires that the statement must be certified by the custodian of the records.

Check the "Sworn statement of arrears (direct payments)" box if you are providing a statement of payments received outside of the IV-D agency or other government entity, which are not included within an attached certified statement of arrears.

Check the "Order determining arrears" box if you are providing a tribunal order determining arrears.

For attachments other than those listed, check "Other attachments" and list the names of the documents in the space provided.

**NOTE:** For registration for modification, you must attach a Uniform Support Petition, General Testimony, and a Personal Information Form for UIFSA § 311.

**Section VI. Declaration:**

The Letter of Transmittal Requesting Registration must be signed. Check the appropriate box to indicate who has signed this form. In a IV-D case, the person requesting registration or a IV-D representative may sign the Letter of Transmittal. If the person requesting registration is represented by a private attorney, then the person's attorney may sign and date the form. The attorney should provide the applicable bar number.

**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).

**The Paperwork Reduction Act of 1995**

Public reporting burden for this collection of information is estimated to average 0.08 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.