

Child Support Checklist

The Child Support packet will need to be complete before turning it in. There is a **one time** \$20.00 application fee that **must** be paid at the time you turn in your application. The fee may only be waived if you are applying for TANF (Temporary Aid to Needy Families). Some pages will need to have a notarized signature. We do provide that service here in our office free of charge.

Please be sure to have the following with your application:

1. Copy of a state-issued birth certificate and a social security card for all children
2. Copy of your personal identification such as a driver's license or state issued picture i.d.
3. A photo of the other parent (if available). We will return it to you if needed.
4. Verification of your income (3 months pay stubs)
5. Copy of Marriage Certificate (only if applicable to you)
6. Copy of all court orders that have been signed by a judge or magistrate.

Types of Orders (Please provide the ones that apply to you)

- Divorce Decree
 - Paternity orders
 - Modified and Amended orders
 - Probate orders
 - Dependency and Neglect orders
 - Adoption Orders
 - Orders Terminating Parental Right
7. Complete payment records of all support paid to the custodial party directly, through court or a state disbursement unit.

Your child support application cannot be accepted without all proper documentation, signatures and the fee.

Thank you,

Child Support Program Unit