



Child Support Program

Application Instructions

┌ <<Address>>

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<<Date>>
Activity Number: <<Activity Number>>

Thank you for applying for child support services. The forms required for opening a child support case are included with this notice. The information you provide will be used for child support purposes only. The Child Support Program will mail send you a letter to notify you when the case is opened. We will use the address you provide in your application.

WHAT YOU NEED TO DO

1. Read and complete all forms carefully. Enter "N/A" in fields that do not apply.
2. Complete a separate *Other Parent Information* form for each parent. If there is more than one possible father, or a legal father and a biological father, complete an *Other Parent Information* form for each father.
3. Complete a separate *Child Information* and *Paternity Declaration* form for each child. Do not complete the *Paternity Declaration* if a support order is already established for the child.
4. Sign your application. If the application is not signed, it will be returned to you.
5. Provide copies of the following:
 - Birth certificate for each child not born in Florida
 - Paternity judgments
 - Support orders
 - Payment records
 - Written agreements between you and the other parent about child support

Mail the completed forms with copies of any documents to the address below.

Florida Department of Revenue
Child Support Program
P.O. Box 5320
Tallahassee, FL 32314-5320

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If you have questions or need help:

Access your case online: childsupport.floridarevenue.com
Email us: FloridaRevenue.com/AskChildSupport
Chat with us or learn more at: floridarevenue.com/childsupport
Call: <<CountyPhoneNumber>>
Para asistencia en español, llame al 850-488-5437 y marque 7

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