

## **GEORGIA UIFSA REQUIREMENTS 11/4/2009**

**In an effort to reduce incomplete or incorrect UIFSA requests, please review your forms to ensure the information for the Case Summary section on the IT1, Registration Statement and Affidavit of Arrears/Payment Record match and does not contain white-outs. If your forms require editing, please use a single strike-through and enter the correct information with your initials.**

### **Non-Disclosure**

Other State should not include CP/CU's or children's address/identifying information on UIFSA Federal Forms and required documents. Notice of Finding should be included on party's affidavit or pleading under oath and noted on IT1, Section VII. (OS should provide DOB/SSN for CP/CU's and children on separate document that will not be filed with courts in Georgia.)

### **Establishment of Paternity and Support**

Child Support Enforcement Transmittal #1	-	Original - Mandatory
Uniform Support Petition	-	Original/Certified Copy - Mandatory
General Testimony	-	Original/Certified Copy - Mandatory
Affidavit in Support of Establishing Paternity	-	Original/Certified Copy - Mandatory
Birth Certificates	-	Copy - Mandatory

### **Establishment of Support**

Child Support Enforcement Transmittal #1	-	Original - Mandatory
Uniform Support Petition	-	Original/Certified Copy - Mandatory
General Testimony	-	Original/Certified Copy - Mandatory
Acknowledgement (or other proof) of Paternity	-	Copy - Mandatory
Marriage Certificate	-	Copy - Suggested
Birth Certificates	-	Copy - Mandatory

### **Modification of Responding State's (GA's) Order**

Child Support Enforcement Transmittal #1	-	Original - Mandatory
Uniform Support Petition	-	Original - Mandatory
General Testimony	-	Original/Certified Copy - Mandatory
Arrears Affidavit/Calculation/Payment Record	-	Suggested

### **Modification Only of Existing Order that Responding State did not Issue**

Child Support Enforcement Transmittal #1	-	Original - Mandatory
Uniform Support Petition	-	Original - Mandatory
General Testimony	-	Original/Certified Copy - Mandatory
Registration Statement	-	Original/Certified Copy - Mandatory

### **Registration for Enforcement Only**

Child Support Enforcement Transmittal #1	-	Original - Mandatory
Registration Statement	-	Original/Certified Copy - Mandatory
Copy of Current Order	-	Original/Certified Copy - Mandatory
Copy of Prior Order(s)	-	Original/Certified Copy - Mandatory
Arrears Calculation/Payment Record	-	Original/Certified Copy - Mandatory
Affidavit of Direct Payments	-	Copy - Suggested

## **GEORGIA UIFSA REQUIREMENTS – page 2**

### **Registration for Enforcement and Modification**

Child Support Enforcement Transmittal #1	-	Original – Mandatory
Registration Statement	-	Original/Certified Copy – Mandatory
Copy of Current Order	-	Original/Certified Copy – Mandatory
Copy of Prior Order(s)	-	Original/Certified Copy – Mandatory
Uniform Support Petition	-	Original/Certified Copy – Mandatory
General Testimony	-	Original/Certified Copy – Mandatory
Arrears Calculation/Payment Record	-	Original/Certified Copy – Mandatory
Affidavit of Direct Payments	-	Copy - Suggested

### **Administrative Change of Payee**

Child Support Enforcement Transmittal #1	-	Original – Mandatory
Copy of Current Order	-	Copy – Mandatory
Copy of Prior Order(s)	-	Copy – Mandatory
Arrears Affidavit/Calculation/Payment Record	-	Original/Certified - Mandatory
Affidavit of Direct Payments	-	Copy - Suggested

### **Administrative Redirection of Payments**

Child Support Enforcement Transmittal #1	-	Original – Mandatory
Copy of Current Order	-	Copy - Suggested
Copy of Prior Order(s)	-	Copy - Suggested
Arrears Affidavit/Calculation/Payment Record	-	Copy - Suggested
Affidavit of Direct Payments	-	Copy - Suggested

### **Enforcement of Responding State's (GA's) Order**

Child Support Enforcement Transmittal #1	-	Original – Mandatory
Copy of Current Order	-	Copy - Mandatory
Copy of Prior Order(s)	-	Copy - Suggested
Arrears Affidavit/Calculation/Payment Record	-	Copy - Suggested
Affidavit of Direct Payments	-	Copy - Suggested

### **Determination of Controlling Order and Reconciliation of Arrears**

Child Support Enforcement Transmittal #1	-	Original – Mandatory
Copy of Current Order	-	Original/Certified Copy – Mandatory
Copy of Prior Order(s)	-	Original/Certified Copy – Mandatory
Arrears Calculation/Pymt Record (one per order)	-	Original/Certified Copy – Mandatory
Affidavit of Direct Payments	-	Copy – Suggested
Registration Statement (one per order)	-	Original/Certified Copy - Mandatory

**Note:** If there was a break in service during the period you're asking GA to collect child support, the Affidavit of Direct Payments will be "required" instead of "suggested".

## **GEORGIA UIFSA REQUIREMENTS – page 3**

### **\*\*LIMITED SERVICES REQUESTS\*\***

#### **GA Unemployment Offset (UI)**

Georgia no longer handles Non-IVD cases. Federal Income Withholding Notices should be mailed directly to the Georgia DOL and must include a one time, per person fee of \$52.00. GA Contact: (404) 232-3033; Georgia Department of Labor; Special Programs Unit; 148 Andrew Young International Boulevard, Suite 900; Atlanta, GA 30303.

If the initiating agency wants full services, a Transmittal #1 and complete packet with the required documents must be submitted to Georgia Central Registry.

#### **Services which cannot be provided under IT3 include:**

**IT3 request for Bank and/or Financial, Worker's Comp, Personal Injury, Property or Estate Liens** {IT3 may say "request for registration for limited service"} (no active IV-D case in GA): Advise the initiating agency that OCSS has no legal authority to take case actions on a Non-IVD case. Georgia would require a petition / complete packet requesting the establishment and/or enforcement of an order.

**Note:** If there is an active IV-D case with the state requesting assistance, IT3 will be forwarded to the office assigned as these require legal actions. Georgia Central Registry will notify the initiating agency with acknowledgment page of IT 3 and provide local office information.

#### **IT3 request for Service of Process for a legal action filed in an initiating agency:**

IT 3 will be returned to the sender with instructions for them to make arrangements through county Sheriffs office or private process server unless the initiating agency has provided proof of contacting the process of service provider in GA which will show they denied service to the initiating agency.

#### **IT3 request for certified copies of birth certificates or paternity acknowledgement forms:**

IT 3 will be returned with instructions for sender to request information from:

State Office of Vital Records

2600 Skyland Drive

Atlanta, GA 30319

Telephone: 404-679-4702

**<http://health.state.ga.us/programs/vitalrecords>**

Charge is \$10.00 per copy. This fee is not waived for out of state IV-D agencies.

Page Two of FORM.ITM can be used to return requests for Vital Records documents.

**Note:** A photo ID (of the employee requesting – not the NCP or CP's ID) is now required when requesting a copy of birth certificates or paternity acknowledgement forms from Vital Records. The ID can be driver's license, employee ID, etc. This ID should be included with the request and \$10