

## **UIFSA Requirements for GA Division of Child Support Services (DCSS)**

In an effort to reduce incomplete or incorrect UIFSA requests, the requesting state should review the forms to ensure **ALL** sections of the **Transmittal 1 and other required documents** are complete and correct based on the services requested.

**Note:** UIFSA petitions will always be acknowledged using CSENet where available.

**Note:** Send two (one certified) copies of UIFSA petition. GA Central Registry will accept electronic documents.

**Note:** The UIFSA requirements listed below are based upon those needed by GA Central Registry. Local offices may require additional documents based upon those needed by their judicial circuits once the UIFSA petition is received by the local office.

### **Non-Disclosure**

Send Personal Information Form for UIFSA 311 and include the party's affidavit or pleading under oath. Select Nondisclosure Finding in the NOTE field of the Child Support Enforcement Transmittal 1.

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

Child Support Enforcement Transmittal #1	Mandatory
CSE Confidential Information Form	Mandatory
Personal Information Form for UIFSA 311	Mandatory
Uniform Support Petition	Mandatory
General Testimony	Mandatory
Declaration in Support of Establishing Paternity	Mandatory
Birth Certificates (children born in GA excluded)	Mandatory
Voluntary Paternity Acknowledgment (if applicable)	Mandatory

### **Establishment of Support**

Child Support Enforcement Transmittal #1	Mandatory
CSE Confidential Information Form	Mandatory
Personal Information Form for UIFSA 311	Mandatory
Uniform Support Petition	Mandatory
General Testimony	Mandatory
Birth Certificates (children born in GA excluded)	Mandatory
Voluntary Paternity Acknowledgment (GA excluded)	Mandatory
Marriage Certificate	Suggested

### **Registration for Enforcement**

Child Support Enforcement Transmittal #1	Mandatory
CSE Confidential Information Form	Mandatory
Letter of Transmittal Requesting Registration	Mandatory
Current Order	Mandatory - 1 Certified Copy
Prior Order(s)	Mandatory - 1 Certified Copy
Arrears Calculation/Payment Record	Mandatory
Affidavit of Direct Payments	Suggested

### **Registration for Enforcement & Modification**

Child Support Enforcement Transmittal #1	Mandatory
CSE Confidential Information Form	Mandatory
Letter of Transmittal Requesting Registration	Mandatory
Personal Information Form for UIFSA 311	Mandatory
Uniform Support Petition	Mandatory
General Testimony	Mandatory
Current Order	Mandatory - 1 Certified Copy
Prior Order(s)	Mandatory - 1 Certified Copy

Arrears Calculation/Payment Record	Mandatory
Affidavit of Direct Payments	Suggested

**Registration for Modification of Responding**

**State's (GA) Order**

Child Support Enforcement Transmittal #1	Mandatory
CSE Confidential Information Form	Mandatory
Personal Information Form for UIFSA 311	Mandatory
Uniform Support Petition	Mandatory
General Testimony	Mandatory
Current Order	Mandatory - 1 Certified Copy
Prior Order(s)	Mandatory - 1 Certified Copy
Arrears Calculation/Payment Record	Mandatory
Affidavit of Direct Payments	Suggested

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

**Change Person/Entity Entitled to Receive Funds & Enforce**

Child Support Enforcement Transmittal #1	Mandatory
CSE Confidential Information Form	Mandatory
Current Order	Mandatory
Prior Order(s)	Suggested
Arrears Affidavit/Calculation/Payment Record	Suggested
Affidavit of Direct Payments	Suggested

**UIFSA Arrears Only Cases:**

GA will accept a UIFSA request from a "state" for enforcement of arrears only case under FFCCSOA based on the laws of that jurisdiction. The child support office will review to assure the request meets GA requirements.

**Interest on Foreign Judgements:**

The referring state must supply its arrearage calculation; a copy of the interest statute and/or the order(s) showing interest was adjudicated.

**CSE Transmittal #1 Requesting Review and Modification Only – No Active Case on \$TARS \***

Georgia does not accept Transmittals from other states for "Review and Modification Only" as this is not a part of the limited services pursuant to 45 CFR § 303.7(a)(8). Our system does not have the capability to provide this service without opening a full case.

Central Registry does not add or re-open a case on the system and returns the IT1 to the requesting state. \* \$TARS is the Georgia computer system

Once the updated transmittal is sent back to Central Registry requesting ENF and Modification, a new case will be set up or re-open the closed case and code "Initiating" rather than "Responding" to prevent our system from taking automated enforcement actions. In other words the other state will need to agree in writing that they will enforce the modified order and send the money through GA SDU.

**CSE Transmittal #2 – Subsequent Actions** – mail to the GA office assigned the case. When received at GA Central Registry; they are forwarded to the office assigned the case to process.

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

In general, if a state requests limited services from Georgia on a one-state case in which Georgia is neither responding nor initiating, the requesting state **must** pay **all** fees associated with **Quick Locates, service of process, assistance with discovery, assistance with genetic testing; administrative reviews, high-volume automated administrative enforcement in interstate cases under section 466(a)(14) of the Act, and copies of court orders and payment records.** Any service that is not listed in this section **may** be honored at the State's option.

**Note:** GA Central Registry will always acknowledge using CSENet where available. All other acknowledgments will be sent email, fax or mail.

**Note:** If GA is unable to process the request based on the fees associated, the request will be acknowledged with a statement "we are unable to process and provide additional information on how to obtain.

**CSE TRANSMITTAL #3 request for Copies or Certified Copies of Court Orders (GA DCSS Case):**

CSE TRANSMITTAL #3 request will be acknowledged then forwarded to the child support office for processing.

**CSE TRANSMITTAL #3 request for Certified Copies of Court Orders & or Pay Records (No DCSS Case):**

CSE TRANSMITTAL #3 will be returned to sender instructing them to make arrangements through the county Clerk of Court. The GA Clerk of Court website [www.gsccca.org](http://www.gsccca.org) will assist with contact information.

**CSE TRANSMITTAL #3 request for Copies or Certified Copies or Copies of Pay Records (GA DCSS case):**

CSE TRANSMITTAL #3 request will be acknowledged and forwarded to the child support office for processing.

**CSE TRANSMITTAL #3 request for GA Unemployment Offset (UI):**

CSE TRANSMITTAL #3 request will be returned to sender because Georgia DCSS requires a petition requesting establishment and/or enforcement of an order. Requesting states that do not want a two-state case should mail Federal Income Withholding Notices directly to the Georgia DOL and must include a one time, per person fee of \$52.00. This fee is not waived for out of state IV-D agencies. For questions, contact: GA DOL @ (404) 232-3033 or mail the FIW and fee to: Georgia Department of Labor; Special Programs Unit; 148 Andrew Young International Boulevard, Suite 900; Atlanta, GA 30303.

**Note:** If the initiating agency wants full services a Transmittal #1 must be submitted to Georgia Central Registry with the required documents and the NCP **must** reside in Georgia.

**CSE TRANSMITTAL #3 request for Administrative Enforcement (AEI/FIDM), Bank and/or Financial, Worker's Comp, Personal Injury, Property or Estate Liens - no active IV-D case in GA:**

IT 3 will be returned to sender because DCSS requires a petition requesting the establishment and/or enforcement of an order.

**Note:** If there is an active IVD case with the state requesting assistance, CSE TRANSMITTAL #3 will be forwarded to the office assigned as these require legal actions.

**CSE TRANSMITTAL #3 request for Service of Process for a legal action filed in an initiating agency:**

IT 3 will be returned to the sender instructing them to make arrangements through the county Sheriff's office or private process server. The National Law Enforcement website <http://www.usacops.com/ga/> will assist with contact information.

**CSE TRANSMITTAL #3 request for certified copies of Voluntary Acknowledgment of Paternity or Birth/Death/Marriage/ Divorce documents:**

IT 3 will be returned to sender with instructions to request information from: State Office of Vital Records; 2600 Skyland Drive; Atlanta, GA 30319; Phone: (404) 679-4702

<http://health.state.ga.us/programs/vitalrecords>. There is a charge of \$25.00 for the first certified copy of Birth or Death certificates and \$5.00 for additional copies. There is a charge of \$10.00 for each certified copy of the Voluntary Acknowledgment of Paternity, Marriage or Divorce documents. This fee is not waived for out of state IV-D agencies.

**Note:** A photo ID (of the employee requesting - not the Obligee or Obligor's ID) is now required when requesting a certified copies from Vital Records. The ID can be driver's license, employee ID, etc. This ID should be included with the request and fee.

**CSE TRANSMITTAL #3 request for unofficial copies of Voluntary Acknowledgment of Paternity or Birth Certificate:**

Please email your request to [dcsspolicy-paternity@dhs.ga.gov](mailto:dcsspolicy-paternity@dhs.ga.gov). Your request should be on your agency's letterhead using the below template and attached to the email. You will also need to include a copy of your state Photo ID with each request. One request per email, please.

**Paternity Acknowledgment (PA) / Birth Certificate (BC) Request Form Template**

**Copy everything** below the dotted line and paste it in a new email to: [dcsspolicy-paternity@dhs.ga.gov](mailto:dcsspolicy-paternity@dhs.ga.gov)

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**To be completed by DCSS Staff**

Agent Name:  
Agent Phone:  
Agent Region No.:  
Agent Office No.:

**Document Request**

Is an uncertified copy of the Paternity Acknowledgment (PA) &/or Birth Certificate (BC) required by the Judge for a court hearing, to initiate an Intergovernmental case, or for an audit? [ ] **Yes** [ ] **No**

**If yes**, please email the following to the requesting agent: [ ] **PA** and/or [ ] **BC**

**DCSS Case Number:**

Child:  
DOB:  
Birth Certificate # (if known):  
(If there are additional children, please add them here.)

Mother:  
DOB:

Father:  
DOB:

**To be completed by Vital Records Staff**

Date PA Signed:  
Father's Name on PA:  
If no PA, was mother married at child's birth?  
If yes, to whom?

**Last Revised:** 12/8/2015