

Handout 1: Documents for Intergovernmental Cases

Action Requested	Federal Documents Required	Additional Documents as Necessary
Establish Support Establish Paternity and Support Establish Medical Support Only	<ul style="list-style-type: none"> Child Support Enforcement Transmittal #1 Child Support Agency Confidential Information Form Personal Information Form for UIFSA § 311 Uniform Support Petition General Testimony Declaration in Support of Establishing Parentage (for each child) 	<ul style="list-style-type: none"> All documents related to the establishment of parentage (Birth certificate and/or official birth record, COP, Court Order) Supporting financial documents, for example: <ul style="list-style-type: none"> 3 most recent pay stubs from current employer Most recent tax return Child care expenses Ongoing medical expenses Unreimbursed medical expenses Certification in Support of Non-Disclosure (NJ) (if applicable)
Register for Modification Only or Modification & Enforcement	<ul style="list-style-type: none"> Child Support Enforcement Transmittal #1 Child Support Agency Confidential Information Form Personal Information Form for UIFSA § 311 Letter of Transmittal Requesting Registration Two copies, including one certified copy, of the order, including any modifications Uniform Support Petition General Testimony 	<ul style="list-style-type: none"> Payment information (e.g., certified payment history, affidavit of arrears, month-by-month calculation of arrears, or affidavit of direct payments). Evidence of changed circumstances Supporting financial documents, for example: <ul style="list-style-type: none"> 3 most recent pay stubs from current employer Most recent tax return Child care expenses Ongoing medical expenses Unreimbursed medical expenses Certification in Support of Non-Disclosure (NJ) (if applicable)
Enforce Responding State's Order	<ul style="list-style-type: none"> Child Support Enforcement Transmittal #1 Child Support Agency Confidential Information Form 	<ul style="list-style-type: none"> Copy of the support order Payment information (if responding jurisdiction is not actively enforcing, e.g., certified payment history, affidavit of arrears, month-by-month calculation of arrears, or affidavit of direct payments) Certification in Support of Non-Disclosure (NJ) (if applicable)

Action Requested	Federal Documents Required	Additional Documents as Necessary
Enforce and Modify or Modify Only Responding State's Order	<ul style="list-style-type: none"> Child Support Enforcement Transmittal #1 Child Support Agency Confidential Information Form Personal Information Form for UIFSA § 311 Uniform Support Petition General Testimony 	<ul style="list-style-type: none"> Copy of the support order Payment information (if responding jurisdiction is not actively enforcing, e.g., certified payment history, affidavit of arrears, month-by-month calculation of arrears, or affidavit of direct payments). Supporting financial documents, for example: <ul style="list-style-type: none"> 3 most recent pay stubs from current employer Most recent tax return Child care expenses Ongoing medical expenses Unreimbursed medical expenses Certification in Support of Non-Disclosure (NJ) (if applicable)
Register and Enforce	<ul style="list-style-type: none"> Child Support Enforcement Transmittal #1 Child Support Agency Confidential Information Form Personal Information Form for UIFSA § 311 Letter of Transmittal Requesting Registration 	<ul style="list-style-type: none"> Copy of the support order Payment information (e.g., certified payment history, affidavit of arrears, month-by-month calculation of arrears, or affidavit of direct payments) Supporting documentation, for example: <ul style="list-style-type: none"> Proof of Paternity/birth certificates (if requested) Photo of NCP (if requested) Certification in Support of Non-Disclosure (NJ) (if applicable)
Payment Forwarding	<ul style="list-style-type: none"> Transmittal #3 	<ul style="list-style-type: none"> Copy of the support order Payment information (e.g., certified payment history, affidavit of arrears, month-by-month calculation of arrears, or affidavit of direct payments).

If the order is in a foreign language it must be translated prior to court and/or prior sending to any agency