



Child Support Program

CS-ES50
Rule 12E-1.039
Florida Administrative Code
Effective 09/19/17

Application Instructions



<<Date>>

Activity Number: <<Activity Number>>

Thank you for applying for child support services. To get started, please complete the forms and mail them to the address below.

Your case will be opened once your signed application and all required information are received.

Please provide:

- A signed Application for Child Support Services
- A My Information form
- A Mother/Father Information form for the other parent(s)
- A Child's Information form for each child
- Copies of the following documents:
 - 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

Once you apply for services, it is very important that you notify us right away of any change of address or employment for you or the other parent.

Please fill in the forms and mail them 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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Application Instructions

- Read all the forms carefully.
- Provide all the location and employment information you have about the other parent to the Child Support Program.
- Provide a separate Mother/Father Information form for each parent. If there is more than one possible father, or a legal father and a biological father, complete a Mother/Father Information form for each father.
- Sign your application. If the application is not signed, it will be returned to you.
- Provide copies of the requested documents along with the application. Mail the application and other documents to the address on the other side of this form.

Provide the Child Support Program with the following information:

- First and last name for each person included in the application.
- Date of birth and Social Security Number for each person included in the application, if available.
- Employers, addresses, and phone numbers for you and the other parent(s), if available.

The information you provide will be used for child support purposes only.

The Child Support Program will mail a letter to the address provided in your application once your case is opened. You will also be notified if any additional information is needed.

If you have questions, need more forms, or need help filling out the forms:

- Call 1-800-622-KIDS (5437)
- Call 1-305-530-2600 if your case will be handled in Miami-Dade County
- Obtain more forms at: <<InsertAppropriateFDORInternetAddr>>

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