



Child Support Program

**Notice of Decision of Informal Conference  
for Federal Offset or Passport Denial**

┌ <<NCPName>>  
 <<NCPAddress>>

└

<<Date>>  
Child Support Case Number: <<CaseNumber>>

The Florida Department of Revenue Child Support Program received your request for an informal conference and has completed its review of the certification for federal offset and/or passport denial.

Based on our review, the Department’s decision is to <<Option 1>>

If you do not agree with the Department’s decision, you can contest it at an administrative hearing. To ask for a hearing, you must complete the other side of this form and return it to the Child Support Program at the address provided. We must receive your hearing request within 30 days after the date of this notice.

To contact the Child Support Program, call <<CountyPhoneNumber>>.

For more information, visit <<InsertAppropriateFDORInternetAddr>>.

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## Request for Administrative Hearing Federal Offset and/or Passport Denial Certification

I, \_\_\_\_\_, received a Child Support Program Notice of Decision of Informal Conference informing me that the Child Support Program will continue with the federal offset and/or passport denial action.

I want an administrative hearing because (check appropriate box):

- There is no court or administrative order requiring me to pay child support.
- The Department's Child Support Program is not enforcing the support order, or the past-due child support is not owed to the State of Florida.
- The past-due child support is less than \$150 if assigned to the state (public assistance) or less than \$500 if not assigned to the state (non-public assistance) for federal income tax refund certification.
- The child support arrearage is not more than \$2,500 for passport denial certification.
- The past-due amount owed is not child support.
- I do not owe past-due child support.

Other: \_\_\_\_\_  
\_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Send this form to:

Florida Department of Revenue  
Child Support Program  
P.O. Box 8030  
Tallahassee, FL 32314-8030

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**Option 1: (need logic to allow team members to select one of the numbers below in the online forms section)**

1. continue with the federal offset and/or passport denial action based on the following reason(s): <<Option 2>>
2. not continue with the federal offset and/or passport denial action. Your case may be recertified if it qualifies in the future.

**Option 2: (need logic to allow team members to select one or more of the numbers below in the online forms section)**

1. You owe past-due support of \$150 or more that is assigned to the state (public assistance) or \$500 or more that is not assigned to the state (non-public assistance) for purposes of federal offset.
2. You owe child support arrearages of more than \$2,500, for purposes of passport denial.
3. There is a support order showing the date ordered and the amount owed.
4. We have an affidavit signed by the other parent stating the past-due support amount.

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