



Child Support Program

Request for Information



<<Option 3>>

If your address has changed, provide new address here:

Form with three horizontal lines for address input.



<<Date>>

Child Support Case Number: <<CaseNumber>>

Activity Number: <<ActivityNum>>

Other Parent: <<NCPName>>

We are establishing, modifying, or reviewing a support order for the child(ren) named below:

Child's Name

<<Child1Name>>

<<Child2Name>>

Child's Birth Date

<<Child1DOB>>

<<Child2DOB>>

<<Option 2>>

<<Option 4>>

To contact us call <<Option 1>>.

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**Option 1 (based on the office handling the case)**

**If case is handled in Miami Dade, use current Miami Dade phone number from ZCCOUNTY\_CODES table. If case is handled in any other county except Miami Dade, use current State Office phone number from ZCCOUNTY\_CODES table.**

**Option 2 (based upon activity and recipient)**

**A. when generated to Other parent from ZINC, ZPSN, or ZJUE**

To decide how much the other parent should pay, we also need information about you.

Please fill in the enclosed form(s) and return them to us within 20 days from the date of this notice. Mail the completed form(s) to:

Florida Department of Revenue  
Child Support Program  
Central Mail Processing Facility  
<<GenTaxworldCentralAddress1>>  
<<GenTaxworldCentralAddress2>>

This address is not a Child Support office location. Find office locations at [www.floridarevenue.com/childsupport/contact](http://www.floridarevenue.com/childsupport/contact)

**B. when generated to CP or CTR from ZINC, ZPSN, or ZJUE when reason is not ZPS, ZACP, ZPDE, ZPMS, ZPO, ZPSL, on in-state or initiating cases**

To decide how much the other parent should pay, we also need information about you.

You must fill in the enclosed form(s) and return them to us within 20 days from the date of this notice. Mail the completed form(s) to:

Florida Department of Revenue  
Child Support Program  
Central Mail Processing Facility  
<<GenTaxworldCentralAddress1>>  
<<GenTaxworldCentralAddress2>>

This address is not a Child Support office location. Find office locations at [www.floridarevenue.com/childsupport/contact](http://www.floridarevenue.com/childsupport/contact)

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If you receive temporary cash assistance, Medicaid, or Food Assistance and do not complete and return the form(s), your benefits may be reduced. However, if you are in fear of the other parent, please contact us at the number below to discuss your options for how to cooperate with us. If you do not receive public assistance and do not complete and return the forms, your case may be closed.

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**C. when generated to CP or CTR from ZINC, ZPSN, or ZJUE on responding cases**

To decide how much the other parent should pay, we also need information about you.

Please fill in the enclosed form(s) and return them to us within 45 days from the date of this notice. Mail the completed form(s) to:

Florida Department of Revenue  
Child Support Program  
Central Mail Processing Facility  
<<GenTaxworldCentralAddress1>>  
<<GenTaxworldCentralAddress2>>

This address is not a Child Support office location. Find office locations at [www.floridarevenue.com/childsupport/contact](http://www.floridarevenue.com/childsupport/contact)

If completed forms are not returned within 45 days we will take steps to close your case because we need this information from you to move forward.

**D. when generated to CP Who Is NOT CTR from ZJUE AND Activity Reason is Paternity and Support, Paternity and Medical, Add a child for Paternity and Support**

We need to establish paternity for the children named above. <<Alleged Father Name>> is named in an affidavit or written declaration that states he is or may be the child(ren)'s biological father. We scheduled a genetic testing appointment for you and the child(ren). Your appointment date and time is:

- a. Date: <<Appointment Date>>
- b. Time: <<Appointment Time>>
- c. Place: <<First Name of Appointment Site>>
- d. Address: <<Appointment Site Address 2>>  
<<Appointment Site Address 1>>  
<<City, Region, Zip-Code>>

You may also visit a Child Support Office near you Monday - Friday, between the hours of 9:00 am - 4:00 pm, before the above appointment time.

If the child(ren) lives with you, you must bring the child(ren) with you for genetic testing.

If you are a minor parent, you must bring your legal guardian with you to your appointment.

During your genetic testing appointment we will take a photo to verify your identity.

You must bring a photo ID for yourself and identification for the child.

Valid adult identification includes:

- A state issued driver's license or ID card
- A U.S. passport, a foreign passport stamped by or an ID card issued by the U.S. Bureau of Citizenship and Immigration Services

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- A U.S. military ID card
- A Florida or federal inmate ID card

Valid child identification includes:

- A state issued ID card
- A certified copy of a birth certificate
- A social security card
- An insurance card
- A school ID

To decide how much the other parent should pay, we also need information about you.

Please fill in the enclosed form(s) and return them to us within 20 days from the date of this notice. Mail the completed form(s) to:

Florida Department of Revenue  
 Child Support Program  
 Central Mail Processing Facility  
 <<GenTaxworldCentralAddress1>>  
 <<GenTaxworldCentralAddress2>>

This address is not a Child Support Program office location. Find office locations at [www.floridarevenue.com/childsupport/contact](http://www.floridarevenue.com/childsupport/contact)

Once you have completed the genetic test for you and the child(ren), and have completed and submitted the notarized forms that we have requested we will schedule a genetic test appointment to find out if <<Alleged Father Name>>, is the biological father of the child(ren) named above.

**Important**

If you receive temporary cash assistance, Medicaid, or Food Assistance and do not appear or call ahead of time to reschedule, and do not return the form(s), your benefits may be reduced. However, if you are in fear of the other parent, please contact us at the number below to discuss your options for how to cooperate with us. If you do not receive public assistance and do not complete and return the forms, your case may be closed.

**Option 3 (based on whether the case is Responding or not)**

**A. when case is not responding CP address is printed normally**

**B. when case is responding CP name is selected, then the following text:**

In Care of Child Support Agency

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**Then the street, street 2, city, state, and zip of the BP in the role of other state county on the case, or, if other state county is missing, the BP in the role of other state agency on the case.**

**Option 4: Insert when generated from ZINC when the parent activity is ZASO and the parenting time indicator is Yes.**

We have also enclosed a blank Title IV-D Standard Parenting Time Plan form. If both you and the other parent agree to, sign, and return the Title IV-D Standard Parenting Time Plan or your own parenting time plan to the Department at the address before an administrative Final Order is entered, the Title IV-D Standard Parenting Time Plan or your own parenting time plan will be made a part of the Final Order. We will provide a blank copy of the Title IV-D Standard Parenting Time Plan form to the other parent. Both parents do not need to sign the same form. For more information, go to [floridarevenue.com/childsupport/parenting\\_time\\_plans](http://floridarevenue.com/childsupport/parenting_time_plans).

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