

**Attachment to DCL-19-04:
Summary of Proposed Changes to the OCSE Intergovernmental Forms**

Child Support Agency Confidential Information Form

1. Instructions, page 1: Under “Purpose of the Form,” addition of two new sentences at the end of the paragraph to describe when this form should be used.
2. Instructions, page 1: Insertion of new paragraphs 2 and 3 to add missing instructions corresponding to the form headings about the handling of sensitive information.
3. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”

Child Support Enforcement Transmittal #1 – Initial Request

1. Section 1. Action, introductory paragraph: Revision of parenthetical instruction from “return the acknowledgment form” to “acknowledge receipt of the Transmittal #1” to clarify that electronic acknowledgment is permissible.
2. Instructions, page 1: Replacement of paragraph 2 with appropriate instructions corresponding to the form headings about the handling of sensitive information.
3. Instructions, page 2, bullet “Nondisclosure Finding/Affidavit attached”: Addition of a sentence, prior to the last sentence, clarifying that, if there is a finding/affidavit prohibiting disclosure, the information must be sealed and may not be disclosed to the other party or the public.
4. Instructions, page 3, top paragraph under “Section I. Action”: Addition of a sentence clarifying that the Transmittal #1 form may be acknowledged by CSENet or by returning the Transmittal #1 Acknowledgment form.
5. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”

Child Support Enforcement Transmittal #1 – Initial Request Acknowledgment

1. Form heading and corresponding heading in instruction: Deletion of the parenthetical “Return this form to the initiating jurisdiction” to clarify that electronic acknowledgment is permissible.
2. “Acknowledgment” section: Deletion of “Return this form to the initiating jurisdiction” to clarify that electronic acknowledgment is permissible.
3. Instructions, page 1: Addition of a sentence clarifying that receipt of the Transmittal #1 form may be acknowledged by CSENet or by returning the Transmittal #1 Acknowledgment form.
4. Instructions, page 1: Insertion of new paragraphs 2 and 3 to add missing instructions corresponding to the form headings about the handling of sensitive information.
5. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”

Child Support Enforcement Transmittal #2 – Subsequent Actions

1. Instructions, page 1: Insertion of new paragraphs 2 and 3 to add missing instructions corresponding to the form headings about the handling of sensitive information.
2. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”

Child Support Enforcement Transmittal #3 – Request for Assistance/Discovery

1. Section 1. Action, introductory paragraph before item 11: clarification that item 11 may be a request for “information” as well as a request for an action.
2. Section 1. Action: Addition of a new item 11(a) requesting the Remittance ID for the case in order to facilitate payment processing for a direct income withholding order.
3. Section 1. Action: Revision of the request for payment forwarding (previously 11(a) but renumbered as 11(b)) to clarify that payments should be sent to the requesting state’s SDU and to include information about the Remittance ID and SDU address in the requesting state, rather than the Payment Locator Code in the requesting state.
4. Instructions, page 1: Insertion of new paragraphs 2 and 3 to add missing instructions corresponding to the form headings about the handling of sensitive information.
5. Instructions, page 5: Revision of instructions for item 11, to explain the new item 11(a) and revised item 11(b).
6. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”

Child Support Locate Request

1. Instructions, page 1: Revision of the second paragraph under “Purpose of the Form” to explain the forms, procedures, and resources for international locate requests.
2. Instructions, page 1: Under the heading “This Form Contains Sensitive Information,” replacement of the first sentence with two new paragraphs corresponding to the form headings about the handling of sensitive information.
3. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”

Declaration in Support of Establishing Parentage

1. Section V. Declaration: Revision of the declaration signature section to also allow a representative of an agency or a tribunal to sign the form, which is consistent with the Declaration of the General Testimony.
2. Instructions, page 1: Insertion of new paragraphs 2 and 3 to add missing instructions corresponding to the form headings about the handling of sensitive information.

3. Instructions, page 2, under Item 1: Before the bullets, revision of one sentence and addition of two new sentences to:
 - a. clarify that a Foster Care or IV-D agency worker is an example of a non-parent completing the form; and
 - b. instruct, if “other” is checked, to explain in Section IV the basis for alleging the respondent is the parent, and to see Section II for examples of the type of information needed.
4. Instructions, page 5, Section V. Declaration: Revisions to clarify that the person seeking to establish parentage and signing the declaration may be an individual petitioner and/or an agency or a tribunal representative.
5. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”

General Testimony – No changes

General Testimony Instructions

1. Instructions, page 1: Under the heading “This Form Contains Sensitive Information,” replacement of the first sentence with a new paragraph corresponding to the form headings about the handling of sensitive information.
2. Instructions, page 2, bullet “Nondisclosure Finding/Affidavit attached”: Addition of a sentence, prior to the last sentence, clarifying that, if there is a finding/affidavit prohibiting disclosure, the information must be sealed and may not be disclosed to the other party or the public.
3. Instructions, Section XI. Declaration: Edits to clarify that the person providing the testimony and signing the form may be a representative of a tribunal as well as an agency representative or an individual petitioner.
4. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”

Letter of Transmittal Requesting Registration

1. Instructions, page 1: Under the heading “This Form Contains Sensitive Information,” replacement of the word “can” with “may” to be consistent with the text on other form instructions.
2. Instructions, page 2, bullet “Nondisclosure Finding/Affidavit attached”: Addition of two sentences at the end of the paragraph to clarify that:
 - a. if there is a finding/affidavit prohibiting disclosure, the information must be sealed and may not be disclosed to the other party or the public, and
 - b. the address of the IV-D agency may be provided as a substitute address for the protected party.
3. Instructions, Section VI. Declaration: Revision of the declaration signature section to clarify the petition must be signed under penalty of perjury and dated.

4. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”

Notice of Determination of Controlling Order

1. Instructions, page 1: Insertion of new paragraphs 3 and 4 to add missing instructions corresponding to the form headings about the handling of sensitive information.
2. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”

Personal Information Form for UIFSA § 311

1. Instructions, page 1: Under “Purpose of the Form,” replacement of the last sentence in the paragraph and the addition of two new sentences to describe when this form should be used and how the form should be filed.
2. Instructions, page 1: Under the heading “This Form Contains Sensitive Information,” revision of the second sentence to clarify the form is filed with the petition or pleading.
3. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”

Request for Change of Support Payment Location Pursuant to UIFSA § 319

1. Instructions, page 1: Replacement of paragraph 2 with appropriate instructions corresponding to the form headings about the handling of sensitive information.
2. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”

Uniform Support Petition

1. Instructions, Section V. Declaration: Revision of the declaration signature section to conform with UIFSA, clarifying the petition must be signed under penalty of perjury and dated, and explaining that by the signature the person is confirming the information and facts in the petition are true to the best of his/her knowledge and belief.
2. Paperwork Reduction Act of 1995 heading at the end of the form: Addition of “(Pub. L. 104-13).”