

OCSE Federal Parent Locator Service

# **Intergovernmental Reference Guide**

## **IRG Download Record Layout**

Version 4.0

Implementation Date: October 16, 2015

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This document was prepared for the United States Department of Health and Human Services, Office of Child Support Enforcement under Contract Number HHS-N26-3999-900033I by Lockheed Martin, Information Systems & Global Solutions, Incorporated (LM IS&GS). The work was authorized in compliance with the following specific prime task order:

Delivery Order Number:	HHS-P23-3201-175055W
Delivery Order Title:	Intergovernmental Reference Guide
Document Date:	Implementation Date: October 16, 2015
Document Number:	H2-A2008.29.03

## TABLE OF CONTENTS

<b>1.</b>	<b>Download Record Layout .....</b>	<b>1-1</b>
<b>A.</b>	<b>Summary of Changes.....</b>	<b>A-1</b>

### LIST OF FIGURES AND CHARTS

Chart 1-1: Downloading Location Codes and Addresses to States.....	1-1
Chart A-1: Summary of Changes .....	A-1

# 1. DOWNLOAD RECORD LAYOUT

This record format gives the specifications for downloading Intergovernmental Reference Guide (IRG) location codes and addresses. Type ‘A’ is alphabetic, type ‘N’ is numeric, and type ‘A/N’ is alphanumeric.

<b>CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES</b>				
Label Fields	Position in Record	Length	Type	Description
Address Type 1	1-3	3	A	Type of Address LOC – County/Local STA – State FED – Federal INT – International TRB – Tribal
Address Type 2	4-6	3	A	Type of Address <b><u>Address Type 1 LOC</u></b> AGO – Attorney General CHC – Chancery Court CLC – Clerk of the Court COL – Collection Agency CTC – Circuit Court C01 – Child Support Office I C02 – Child Support Office II C03 – Child Support Office III C04 – Child Support Office IV C05 – Child Support Office V C06 – Child Support Office VI C07 – Child Support Office VII C08 – Child Support Office VIII C09 – Child Support Office IX C10 – Child Support Office X C11 – Child Support Office XI C12 – Child Support Office XII C13 – Child Support Office XIII C14 – Child Support Office XIV C15 – Child Support Office XV C16 – Child Support Office XVI C17 – Child Support Office XVII

<b>CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES</b>				
Label Fields	Position in Record	Length	Type	Description
Address Type 2	4-6	3	A	Type of Address (cont.) C18 – Child Support Office XVIII C19 – Child Support Office XIX C20 – Child Support Office XX C21 – Child Support Office XXI C22 – Child Support Office XXII C23 – Child Support Office XXIII C24 – Child Support Office XXIV C25 – Child Support Office XXV C26 – Child Support Office XXVI C27 – Child Support Office XXVII C28 – Child Support Office XXVIII C29 – Child Support Office XXIX C30 – Child Support Office XXX DAO – District Attorney DTC – District Court FAC – Family Court FCC – Family Court Commissioner FRC – Friends of the Court JDR – Juvenile and Domestic Relations Court PAO – Prosecuting Attorney SPO – State Prosecutor SUP – Superior Court TLC – Tribal Court <b><u>Address Type 1 STA</u></b> AIP – Automated Interstate Case Payment Requests Contact AIS – Automated Interstate Case Status Requests Contact BVS – Bureau of Vital Statistics Contact CDC – Collection and Distribution Contact

<b>CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES</b>				
Label Fields	Position in Record	Length	Type	Description
Address Type 2	4-6	3	A	Type of Address (cont.) CEJ – Continuing Exclusive Jurisdiction Contact CNT – CSENet Contact COC – Copy of Order Contact CRG – Central Registry Contact CSC – Customer Service Contact DCC – Debit Card Contact DDC – Direct Deposit Contact DVC – Domestic Violence Contact EAC – Employer Assistance Contact EFT – Electronic Funds Transfer Contact EIW – Employer Income-Withholding Contact FDM – Financial Institution Data Match Contact GCL – Guideline Calculations Contact GTI – Genetic Testing and Interstate Teleconferencing Contact INP – International Policy Contact IPC – Interstate Policy Contact IRG – Intergovernmental Reference Guide Contact IVD – State IV-D Director NHR – New Hire Reporting Contact NMS – National Medical Support Contact NVD – Non-IV-D Contact PAF – Paternity Acknowledgement Forms Contact PAT – Paternity Acknowledgement Copies Contact PDC – Passport Denial Contact

<b>CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES</b>				
Label Fields	Position in Record	Length	Type	Description
Address Type 2	4-6	3	A	Type of Address (cont.) PFR – Putative Father Registry PRC – Privatization Contact PRW – PRWORA-Administrative Policies, Procedures Contact PYB – Payment Records Contact R01 – Regional Office I R02 – Regional Office II R03 – Regional Office III R04 – Regional Office IV R05 – Regional Office V R06 – Regional Office VI R07 – Regional Office VII R08 – Regional Office VIII R09 – Regional Office IX R10 – Regional Office X R11 – Regional Office XI R12 – Regional Office XII R13 – Regional Office XIII R14 – Regional Office XIV R15 – Regional Office XV R16 – Regional Office XVI R17 – Regional Office XVII R18 – Regional Office XVIII R19 – Regional Office XIX R20 – Regional Office XX R21 – Regional Office XXI R22 – Regional Office XXII R23 – Regional Office XXIII R24 – Regional Office XXIV R25 – Regional Office XXV R26 – Regional Office XXVI

<b>CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES</b>				
Label Fields	Position in Record	Length	Type	Description
Address Type 2	4-6	3	A	Type of Address (cont.) R27 – Regional Office XXVII R28 – Regional Office XXVIII R29 – Regional Office XXIX R30 – Regional Office XXX SDU – State Disbursement Unit SLA – State Long Arm Statute and Process Contact SLC – State Lien Contact SPA – State Paternity Acknowledgement Hospital Contact SPC – Service of Process Contact SPL – State Parent Locator Service TOC – Tax Offset Coordinator UCW – Unemployment Compensation Withholding WCW – Workers Compensation Withholding <u><b>Address Type 1 FED</b></u> CEN – OCSE Central Office REG – OCSE Region <u><b>Address Type 1 INT</b></u> FRC – Foreign Country Correspondence FRP – Foreign Country Payment FTC – Foreign Treaty Country <u><b>Address Type 1 TRB</b></u> T01 – Tribal Office 1 T02 – Tribal Office 2

<b>CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES</b>				
Label Fields	Position in Record	Length	Type	Description
FIPS Code or Country	7-8	2	A/N	Code type as follows: <ul style="list-style-type: none"> <li>• State or territory code (example, '04')</li> <li>• Tribal code (example, '90')</li> <li>• International codes (example, '80')</li> <li>• Countries without sub-jurisdictions or provinces ('80')</li> <li>• Countries with sub-jurisdictions and provinces, second position is 1-9 and A-Z for the sub-jurisdiction or province (example, '81')</li> </ul>
County Code (Local Code) International City or Province	9-11	3	A/N	Code type as follows: <ul style="list-style-type: none"> <li>• County FIPS Code (example, '550')</li> <li>• International sub-jurisdictions or provinces (UK and Canada only) (example, first two positions are '00' as a placeholder)</li> <li>• Tribal BIA Code (example, 123 or S04)</li> </ul>
Collection Agency or International ID Tribal Location	12-13	2	N	Defaulted to zero (example, '00') <ul style="list-style-type: none"> <li>• International ID is zero or space</li> <li>• Tribe is zero (example, '00')</li> </ul>
Department Name	14-48	35	A	Department Name
Title	49-83	35	A	Title
Street Address Line 1	84-118	35	A/N	First Line of Street Address
Street Address Line 2	119-153	35	A/N	Second Line of Street Address
City or Province	154-183	30	A	Name of the City or Province
State or Country	184-203	20	A	State Abbreviation or Country Name
Zip Code	204-212	9	N	U.S. ZIP Code

<b>CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES</b>				
Label Fields	Position in Record	Length	Type	Description
Area Code	213-215	3	N	Telephone Area Code
Exchange	216-218	3	N	Telephone Exchange
Sequence Number	219-222	4	N	Telephone Number
Extension Number	223-227	5	N	Telephone Extension
Action Code	228-228	1	A	A – Address Added C – Address Changed
Facsimile	229-231	3	N	Facsimile Telephone Area Code
Facsimile Exchange 1	232-234	3	N	Facsimile Telephone Exchange
Facsimile Sequence Number	235-238	4	N	Facsimile Telephone Number
Record Date	239-246	8	N	System-generated date when a record is added, changed or deleted (CCYYMMDD)
Filler	247-247	1	A/N	Filler

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**Note:** Downloaded data marked as having been “changed” (designated by an Action Code of ‘C’ in the 228th position) may not actually appear as changed. Not all data elements are downloaded, and the change may have occurred in a data element not included in the download.

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## A. SUMMARY OF CHANGES

Chart A-1 lists the new address type added to international address types in the IRG.

CHART A-1: SUMMARY OF CHANGES	
Location	Description
<a href="#">Address Type 1 INT</a>	Added code FTC – Foreign treaty country