

**STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
CHILD SUPPORT ENFORCEMENT DIVISION**

Non Public Assistance Child Support Application

This application packet contains the following forms:

- General Information Sheet - explains child support services
- Information about Electronic Payments - explains how child support payments are issued
- Terms and Conditions - outlines your rights and responsibilities
- Application for Child Support Enforcement Division (CSED) services
- Support Received or Paid - lists support payments you received or made
- Authorization to Act - gives the CSED authorization to work your case
- Authorization for Release of Information - allows you to authorize the CSED to speak to another person (for example, your spouse, parent or attorney) about your case
- Direct Deposit Authorization Form - allows you to have support payments deposited to your bank account

Have you included the following items with your application?

- | | |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 1. Application for Child Support Services
- Signature required | 5. Authorization to Act |
| 2. Certified copy of your support order
and all modifications | 6. Copies of children's birth certificates and
any Acknowledgments of Paternity |
| 3. Support Received or Paid | 7. Direct Deposit Authorization Form
(Optional) |
| 4. Money order or cashier's check
for application fee | 8. Authorization for Release of Information
(Optional) |

Where to send your application:

Send your application to the child support office that serves the county where you reside. See other side for a list of offices and the counties they serve.

MONTANA REGIONAL CHILD SUPPORT OFFICES

<p style="text-align: center;">REGION 2</p> <p>Child Support Enforcement Division 201 First St. South, Suite 1A Great Falls MT 59405 (406) 727-7449</p> <p>Counties served by Region 2</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Blaine</td> <td style="width: 50%;">Petroleum</td> </tr> <tr> <td>Cascade</td> <td>Phillips</td> </tr> <tr> <td>Chouteau</td> <td>Pondera</td> </tr> <tr> <td>Daniels</td> <td>Roosevelt</td> </tr> <tr> <td>Glacier</td> <td>Sheridan</td> </tr> <tr> <td>Hill</td> <td>Teton</td> </tr> <tr> <td>Liberty</td> <td>Toole</td> </tr> <tr> <td></td> <td>Valley</td> </tr> </table>	Blaine	Petroleum	Cascade	Phillips	Chouteau	Pondera	Daniels	Roosevelt	Glacier	Sheridan	Hill	Teton	Liberty	Toole		Valley	<p style="text-align: center;">REGION 4</p> <p>Child Support Enforcement Division 17 West Galena Butte MT 59701 (406) 497-6600</p> <p>Counties served by Region 4</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Beaverhead</td> <td style="width: 50%;">Lewis & Clark</td> </tr> <tr> <td>Broadwater</td> <td>Madison</td> </tr> <tr> <td>Deer Lodge</td> <td>Meagher</td> </tr> <tr> <td>Fergus</td> <td>Park</td> </tr> <tr> <td>Gallatin</td> <td>Powell</td> </tr> <tr> <td>Golden Valley</td> <td>Silver Bow</td> </tr> <tr> <td>Granite</td> <td>Stillwater</td> </tr> <tr> <td>Jefferson</td> <td>Sweetgrass</td> </tr> <tr> <td>Judith Basin</td> <td>Wheatland</td> </tr> </table>	Beaverhead	Lewis & Clark	Broadwater	Madison	Deer Lodge	Meagher	Fergus	Park	Gallatin	Powell	Golden Valley	Silver Bow	Granite	Stillwater	Jefferson	Sweetgrass	Judith Basin	Wheatland
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<p style="text-align: center;">REGION 3</p> <p>Child Support Enforcement Division 1500 Poly Drive, Suite 200 Billings MT 59102 (406) 655-5500</p> <p>Counties served by Region 3</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Big Horn</td> <td style="width: 50%;">Musselshell</td> </tr> <tr> <td>Carbon</td> <td>Powder River</td> </tr> <tr> <td>Carter</td> <td>Prairie</td> </tr> <tr> <td>Custer</td> <td>Richland</td> </tr> <tr> <td>Dawson</td> <td>Rosebud</td> </tr> <tr> <td>Fallon</td> <td>Treasure</td> </tr> <tr> <td>Garfield</td> <td>Wibaux</td> </tr> <tr> <td>McCone</td> <td>Yellowstone</td> </tr> </table>	Big Horn	Musselshell	Carbon	Powder River	Carter	Prairie	Custer	Richland	Dawson	Rosebud	Fallon	Treasure	Garfield	Wibaux	McCone	Yellowstone	<p style="text-align: center;">REGION 5</p> <p>Child Support Enforcement Division 2675 Palmer St, Suite C Missoula MT 59808 (406) 329-7910</p> <p>Counties served by Region 5</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 100%;">Flathead</td> </tr> <tr> <td>Lake</td> </tr> <tr> <td>Lincoln</td> </tr> <tr> <td>Mineral</td> </tr> <tr> <td>Missoula</td> </tr> <tr> <td>Ravalli</td> </tr> <tr> <td>Sanders</td> </tr> </table>	Flathead	Lake	Lincoln	Mineral	Missoula	Ravalli	Sanders											
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<p>REGION 8</p> <p>Child Support Enforcement Division PO Box 202943 Helena MT 59620-2943 (406) 444-9767</p> <p>Non custodial parent in Montana, custodian and children out of state</p>																																			

GENERAL INFORMATION ABOUT SERVICES PROVIDED BY THE CHILD SUPPORT ENFORCEMENT DIVISION

KEEP THIS FOR YOUR RECORDS

The Montana Child Support Enforcement Division (CSED) provides child support services under the Federal and State Child Support Program. Services are provided to either parent, or to a third party with whom the child resides by court order or with the consent of the parent who has legal custody.

Locate Services

The CSED will search for addresses and assets using available automated resources.

Order Establishment

The CSED will work to establish the paternity of children who are born out of wedlock.

Once paternity is established, the CSED will move to establish an order for child and medical support. The order will address each parent's share of the total obligation.

Order Review and Modification

Either parent or a caretaker/guardian of the children may ask the CSED to review the support order for possible modification. **The request for review must be made in writing.** Orders will be reviewed based on current laws, rules and regulations.

Support Order Enforcement

Actions the CSED may take to enforce a support obligation include, but are not limited to, the following:

- Issue income withholding orders.
- Intercept federal and state income tax refunds and other government payments.
- Impose liens on real and personal property.
- Seize cash assets.
- Report past-due amounts to credit bureaus.
- Suspend licenses.

Medical Support Enforcement

The CSED automatically provides medical support enforcement services.

If medical insurance coverage is not ordered in the support order, the CSED may require the order to be modified to include medical insurance provisions.

Automated Payment Information

Interactive Voice Response Unit
In-state 1-800-346-KIDS (5437)
Helena area 444-9855
Out-of-state 1-406-444-9855

Website <http://app.mt.gov/csed>

Payments

Payments are issued electronically, either to a prepaid debit card or to a bank account. See Information about Electronic Payments on the other side.

While a case is open, payments must come through the CSED to receive credit. See attached Terms and Conditions.

Send all payments to:

CSED
PO Box 5955
Helena, MT 59604
or

Make payments online at
<http://app.mt.gov/csp>

Payments are distributed according to state and federal rules, regulations and laws.

Visit CSED on the web
<http://childsupport.mt.gov>

Interstate Cases

The CSED may request assistance from another state's child support agency to work your case. Once the case is referred to another state, that state controls the actions taken in the case.

Release of Information

Information (including social security numbers, names and addresses) provided in this application or through other means may become part of the public record and may be shared with others.

If you are concerned that the release of case information could result in physical or emotional harm to you or your family, or if you have a protective or restraining order against a receiver of the information, you must notify the CSED.

Services NOT Provided

The CSED cannot:

- Enforce property settlements.
- Decide custody disputes.
- Enforce custody and visitation provisions of an order.
- Collect attorney's fees.
- Collect spousal support when no child support is owed.
- Collect payments on medical bills that are NOT part of a judgment.
- Calculate and collect interest unless it has been reduced to a judgment.
- Limit services at your request.
Once a case is opened, the CSED is required to take certain actions.

INFORMATION ABOUT ELECTRONIC PAYMENTS

The Child Support Enforcement Division (CSED) issues child support payments electronically, either to your bank account through direct deposit or to a U.S. Bank ReliaCard® Visa® prepaid debit card. Generally, payments are available the second business day after the CSED processes them.

Direct deposit is the electronic transfer of payments to your bank or credit union account. To enroll, complete and return the attached Direct Deposit Authorization form.

U.S. Bank ReliaCard Visa is a prepaid debit card. It can be used to make purchases anywhere Visa debit cards are accepted or to withdraw cash at Visa/Plus® ATMs or any Visa bank or credit union. You may request cash back when making a purchase. The first time the CSED processes a payment for you, U.S. Bank will send you a card and instructions for using it.

**If you do not sign up for direct deposit,
your payments will go to ReliaCard automatically.**

Fees. For direct deposit, the only fees or restrictions are those that may be imposed by your financial institution.

With ReliaCard, the first two cash accesses per month (via either ATM or teller withdrawal) are free. There are fees for additional withdrawals, replacement cards, inactive accounts and various other items outlined in the information U.S. Bank will send you. Be sure to read and keep that information for future reference.

Notification. The CSED does not notify you of payments transferred to your bank account but payment information is available from our website or automated voice response unit. Contact information is listed below. Also, deposits can be verified with your financial institution and will appear on your bank statement.

U.S. Bank will send you a monthly statement showing your account activity and you may check their website for recent transactions.

Automated payment information from the CSED is available through the following:

Payment website <http://app.mt.gov/csed/>

Interactive Voice Response Unit (IVR)

In-state 1-800-346-KIDS (5437)

Helena area 444-9855

Out-of-state 1-406-444-9855

**You will need
your case number
and SSN
to access payment
information.**

The Montana Access Card will continue to be used for TANF and food stamp benefits.

**STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
CHILD SUPPORT ENFORCEMENT DIVISION**

* * * * * **IMPORTANT** * * * * *

Keep this Form for Your Records

**TERMS AND CONDITIONS FOR
CHILD SUPPORT ENFORCEMENT DIVISION SERVICES**

INTRODUCTION

Either parent or a caretaker/guardian of a child may open a case with the Child Support Enforcement Division (CSED) by completing an application. Families receiving certain types of public assistance receive CSED services automatically.

The Terms and Conditions explain your rights and responsibilities and the services the CSED will provide. **Read this form carefully and keep it.**

You may retain your own attorney, at your expense. The CSED represents the public interest. Your objectives, goals, and financial interest may be different from the interest of the CSED. The CSED and the CSED attorney do not represent any individual.

CONFIDENTIALITY / PRIVACY NOTICE

When you receive child support services, federal and state laws require you to provide the CSED with certain information, including social security numbers for you and your children. This information is used to establish parentage and establish, enforce and modify support orders. By submitting an application for CSED services, you authorize the use of these social security numbers for providing child support services.

The CSED is committed to protecting your privacy and keeping information about your case confidential in compliance with state and federal law. This is also required of all agencies and organizations that work with the CSED. However, you should be aware that some laws require the sharing of certain information. For example, the CSED may need to provide certain information to

another agency or person working on your case; to a third party such as an insurance company; or to the other parent. Additionally, be aware that once a legal action is started to establish, modify or collect child support, all information included in the proceeding becomes a matter of public record.

Information received becomes a part of the case record. The CSED may disclose this information, including your name, address, and phone number, to other parties in the case. **If you believe the release of this information may put you or your family at risk, you must contact the CSED immediately.** If the CSED determines there is clear evidence of risk, your address and phone number will be removed from documents issued to other parties in the future. Also, if you have a protective or restraining order, you must provide the CSED with a copy.

YOUR RESPONSIBILITIES

1. You must keep the CSED informed of any change in your address, phone number, or employment. You must also provide updated information about other participants in the case.
2. You must promptly inform the CSED of any changes in the physical custody of the children, modification of the support order, other collection actions, adoption proceedings, and any other matter that may affect or change the services the CSED is providing.
3. You must forward any information that adds to, differs from, or contradicts information in the

CSED case so that it may be considered.

4. You must provide certified copies of all orders concerning your case. This includes actions that occur after CSED services begin.
5. You must immediately forward any support payment you receive that has not been issued by the CSED (or any payment you are required to make) to the CSED.
 - (a) You may be liable if the CSED takes an enforcement action because you failed to timely forward a payment.
 - (b) Credit may not be given unless payments are made through the CSED.
 - (c) Send all child support payments to:

**Child Support Enforcement Division
PO Box 5955
Helena, Montana 59604**

CSED SERVICES

1. The CSED will enter an order setting **both** parents' support obligation when establishing or modifying a support order. Enforcement of the support order will be determined by the custody arrangement.
2. The CSED will collect medical support if it has been reduced to a judgment which is to be paid in a specific dollar amount.
3. The CSED, not a case participant, will determine the proper action or remedy to apply and the sequence of events, including the time frames, within which each case will proceed. This includes attempts to establish paternity when necessary, secure financial and medical support, and modify orders when appropriate.
4. The CSED will intercept federal and state income tax refunds when appropriate and apply them to unpaid support debt with state debt taking priority. Persons receiving support may be required to repay intercepts if federal and state adjustments occur.
5. The CSED may charge an application fee. If another agency or entity charges collection fees, the CSED will pass on the cost to the person receiving support.
6. The CSED will collect interest on support debts only when the amount of unpaid interest is reduced to a lump sum judgment by an order.

The CSED does not have the ability to calculate the amount of interest that may be due or that may become due. This limitation is not to be construed as a waiver of any right to collect interest independent of the CSED.

7. The CSED may seek reimbursement from persons who receive money to which they are not entitled. The CSED will provide an opportunity to repay or deny that money should be repaid to the State of Montana. Failure to repay or deny within 10 days of notification allows the CSED to keep a portion of current support (and any amount that exceeds current support) to reimburse the State. The CSED may also take action to recover these amounts either administratively or through a court order. The CSED is not required to collect amounts owed to the parent who paid the support.
8. The CSED will close a case:
 - a) upon your request if there has been no other application for services.
 - b) when you fail to cooperate or fail to abide by these Terms and Conditions.

Note: A case may not be eligible for closure if a child receives Medicaid services or state provided public assistance.

OTHER INFORMATION

The CSED cannot guarantee success in establishing paternity, establishing a support order, or collecting support. The CSED may not be able to continue to provide services because of circumstances outside the CSED's control. All warranties, expressed or implied, are specifically disclaimed. Please be aware the enforcement of child support is a complex undertaking. It will take time to process your case thoroughly.

These Terms and Conditions govern all child support enforcement services. Any changes to the Terms and Conditions will not be binding until the CSED notifies you.

It is the policy of the Montana Department of Public Health and Human Services to provide equal agency services to all persons regardless of race, color, religion, creed, sex, national origin, age, physical or mental disability, marital status, or political belief.

Alternative accessible formats of this document will be provided upon request.

Please print or type all information

FEES AND SERVICES

PART A

The Child Support Enforcement Division (CSED) is required to charge an application fee to individuals applying for child support services. The fee is based on your ability to pay and will not exceed \$25. It is **non-refundable**, even if the CSED determines your case is unworkable.

Use the table below to determine the amount of the application fee you owe. Send your payment to the CSED along with your application for services. Payment must be in the form of a cashier's check or money order. **The CSED cannot accept cash or personal checks.**

My gross annual household income is:

- | | |
|--------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Greater than \$20,000 (Fee is \$25) | <input type="checkbox"/> Less than \$10,000 (Fee is \$5) |
| <input type="checkbox"/> \$10,000 to \$20,000 (Fee is \$15) | <input type="checkbox"/> I am receiving Medicaid (No Fee) |

I understand the CSED will provide complete child support services.

I also request modification of the child support order.

I am the Mother Father Other

I am applying to receive child support from the Mother Father Both

The information I am providing in this application is true to the best of my knowledge.

_____ Date

_____ Signature

**If you are not the mother or father, you must complete Part B before continuing to the next page.
If you are the mother or father, go directly to Part C.**

NON-PARENT APPLICANT INFORMATION

PART B

Your Full Name: _____

Your Relationship to the Child(ren): _____

Social Security Number: _____ Date of Birth: _____ Race: _____

Mailing Address: _____ City, State, Zip: _____

Home Telephone Number: _____ Work Telephone Number: _____

Other Telephone Number: _____ E-mail Address: _____

Are you a member of an Indian tribe? Yes No If yes, which tribe? _____

Do you live on a reservation? Yes No If yes, which reservation? _____

Do you have a document or order giving you custody or the right to collect support for the child(ren) from either of the parents? Yes No

If yes, **YOU MUST ATTACH A CERTIFIED COPY.** A certified copy bears an original stamp from the clerk of court of the county that filed the order. A photocopy of a certified copy is not acceptable.

INSTRUCTIONS

Respond to all questions in this application as completely as possible. Although it may seem that many do not apply to your situation, please realize that child support cases are complex and enduring. Information you provide will be used now and over the lifetime of your case. Your responses help the CSED to locate parties, to determine jurisdiction, to calculate the amount of support due and to determine to whom it is owed, and to establish orders when necessary. The same questions are asked about both the mother and father.

Please print or type your responses. Parts F and H provide space for additional information.

ORDER AND MARITAL INFORMATION ABOUT THE PARENTS OF THE CHILDREN

PART C

Attach certified copies of all orders and modifications. A certified copy bears an original stamp from the clerk of court of the county that filed the order. A photocopy of a certified copy is not acceptable.

Marital Information: Were the parents married? Yes No Date of marriage: _____
City, county and state of marriage: _____

If no, did the parents hold themselves out as husband and wife? Yes No

Did the parents ever file joint tax returns? Yes No

If yes, which years? _____ What states? _____

Divorce / Order Information: Are the parents divorced? Yes No

Cause Number: _____ Date: _____

City, county and state where the order was entered: _____

Is there an order for support? Yes No

Cause Number: _____ Date: _____

City, county and state where the order was entered: _____

Who is ordered to pay support? _____ Amount: _____

Have any verbal or written changes been made to the terms of the order? Yes No

If yes, describe the changes: _____

You must attach copies of all written changes to the order.

If there is no support order or divorce, has any legal action (divorce, custody, support, paternity) been started?

Yes No City, county and state of action: _____ Date: _____

MOTHER'S INFORMATION

PART D

Mother's Full Name: _____ Maiden Name: _____

Other Names Used: _____

Street Address: _____ City, State, Zip: _____

Mailing Address: _____ City, State, Zip: _____

How long has the mother lived in the above-named state? _____

Date last known to be at street address: _____ Home Phone Number: _____

Other Phone Number (cell, message, etc.): _____ E-mail Address: _____

Social Security Number: _____ Date of Birth: _____

Place of Birth (City, County, State): _____ Race: _____

MOTHER'S INFORMATION (continued)**PART D**

Mother's Employer: _____ Phone Number: _____
 Address: _____
 Work Hours: _____ Current Salary: _____
 Mother's usual occupation: _____
 Does the mother belong to a union? Yes No Unknown
 Union Name and Phone Number: _____

Is health insurance available to the mother through employment, union or another group? Yes No
 Insurance Company Name: _____ Phone Number: _____
 Address: _____
 Policy Number: _____ Group Number: _____
 List all persons insured under the policy: _____

Mother's Parents (Children's Grandparents) If deceased, list name and indicate deceased on address line.
 Mother's Father's Name: _____ Phone Number: _____
 Address: _____
 Mother's Mother's Name: _____ Phone Number: _____
 Maiden Name: _____
 Address: _____

List names and phone numbers of friends or other relatives who may know where the mother is:

Attempts to Collect Child Support and Public Assistance:

Does the mother have an attorney? Yes No
 Name and address of attorney: _____

 Has the mother received child support enforcement services from an agency in another state?
 Yes No Name and address of agency: _____

 Has the mother applied for collection services from a private agency? Yes No
 Name and address of agency: _____

 Has the mother received public assistance in any state? Yes No
 Types of assistance: _____
 Dates of assistance: _____ City, County, State: _____

General Information

Is the mother a student? Yes No Expected graduation date: _____
 Course of study or classes taken: _____
 List high schools, trade schools and/or colleges the mother has attended. Give dates, locations, courses and degrees received: _____

 Is the mother a member of an Indian tribe? Yes No If yes, which tribe? _____
 Does she live on a reservation? Yes No If yes, which reservation? _____

MOTHER'S INFORMATION (continued)**PART D****Is the mother:**

Yes No

- A member or former member of the Armed Forces?
 Branch of Service: _____ Rank: _____ Years of Service: _____
 Date Entered: _____ Date Discharged: _____
- Receiving military retirement? Amt per Month \$ _____
- Receiving military disability income? Amt per Month \$ _____
- Receiving Social Security benefits? Amt per Month \$ _____
- Disabled?
- Receiving Workers Compensation? Amt per Month \$ _____
- Receiving retirement income/pension? Amt per Month \$ _____
 Source: _____
- Currently incarcerated? Where? _____
- On parole or probation? Name of parole/probation officer: _____
 Phone Number: _____

Does the mother:

Yes No

- Have a driver's license? State and Number: _____
- Own vehicles? Description: _____
- Own property? Description: _____
- Have investments? Type and Amount: _____
- Have a bank account? Name and location of bank: _____

- Have any state or county licenses or certificates? List: _____

FATHER'S / ALLEGED FATHER'S INFORMATION**PART E**

Father's Full Name: _____

Other Names Used: _____

Street Address: _____ City, State, Zip: _____

Mailing Address: _____ City, State, Zip: _____

How long has the father lived in the above-named state? _____

Date last known to be at street address: _____ Home Phone Number: _____

Other Phone Number (cell, message, etc.): _____ E-mail Address: _____

Social Security Number: _____ Date of Birth: _____

Place of Birth (City, County, State): _____ Race: _____

FATHER'S / ALLEGED FATHER'S INFORMATION (continued)**PART E****Father's Employer:** _____ Phone Number: _____

Address: _____

Work Hours: _____ Current Salary: _____

Father's usual occupation: _____

Does the father belong to a union? Yes No Unknown

Union Name and Phone Number: _____

Is health insurance available to the father through employment, union or another group? Yes No

Insurance Company Name: _____ Phone Number: _____

Address: _____

Policy Number: _____ Group Number: _____

List all persons insured under the policy: _____

Father's Parents (Children's Grandparents) If deceased, list name and indicate deceased on address line.

Father's Father's Name: _____ Phone Number: _____

Address: _____

Father's Mother's Name: _____ Phone Number: _____

Maiden Name: _____

Address: _____

List names and phone numbers of friends or other relatives who may know where the father is:**Attempts to Collect Child Support and Public Assistance:**Does the father have an attorney? Yes No

Name and address of attorney: _____

Has the father received child support enforcement services from an agency in another state?

 Yes No Name and address of agency: _____Has the father applied for collection services from a private agency? Yes No

Name and address of agency: _____

Has the father received public assistance in any state? Yes No

Types of assistance: _____

Dates of assistance: _____ City, County, State: _____

General InformationIs the father a student? Yes No Expected graduation date: _____

Course of study or classes taken: _____

List high schools, trade schools and/or colleges the father has attended. Give dates, locations, courses and degrees received: _____

Is the father a member of an Indian tribe? Yes No If yes, which tribe? _____Does he live on a reservation? Yes No If yes, which reservation? _____

FATHER'S / ALLEGED FATHER'S INFORMATION (continued)

PART E

Is the father:

Yes No

A member or former member of the Armed Forces?
Branch of Service: _____ Rank : _____ Years of Service: _____
Date Entered: _____ Date Discharged: _____

Receiving military retirement? Amt per Month \$ _____

Receiving military disability income? Amt per Month \$ _____

Receiving Social Security benefits? Amt per Month \$ _____

Disabled?

Receiving Workers Compensation? Amt per Month \$ _____

Receiving retirement income/pension? Amt per Month \$ _____
Source: _____

Currently incarcerated? Where? _____

On parole or probation? Name of parole/probation officer: _____
Phone Number: _____

Does the father:

Yes No

Have a driver's license? State and Number: _____

Own vehicles? Description: _____

Own property? Description: _____

Have investments? Type and Amount: _____

Have a bank account? Name and location of bank: _____

Have any state or county licenses or certificates? List: _____

OTHER INFORMATION

PART F

CHILDREN'S INFORMATION

PART G

Provide the information requested for all children born of the relationship between the mother and father, even if they do not reside in your home. Each child will have his/her own column. If you have more than six children, copy this page and attach it to the application.

	Child 1	Child 2	Child 3
Child's Full Name	_____	_____	_____
Other Names Used	_____	_____	_____
Sex and Race	Sex: ____ Race: ____	Sex: ____ Race: ____	Sex: ____ Race: ____
Social Security Number	_____	_____	_____
Date of Birth	_____	_____	_____
Place of Birth (City, County, State).....	_____	_____	_____
Child lives with	With: _____	With: _____	With: _____
Since what date	Since: _____	Since: _____	Since: _____
Covered under any insurance plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance Company Name	_____	_____	_____
Address.....	_____	_____	_____
City, State, Zip	_____	_____	_____
Phone Number.....	_____	_____	_____
Plan Name	_____	_____	_____
Group Number and Policy Number.....	_____	_____	_____
Who provides the insurance?	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other
If other, list name and relationship to child.	_____	_____	_____

If child is covered by more than one insurance, provide information about the additional insurance at the end of Part G.

Is child receiving Social Security benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list type and amount	_____	_____	_____

Provide the following information if a support order does not exist and the parents were never married to each other.

Place of conception (City, County, State)	_____	_____	_____
Has genetic testing been done?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide a copy of the results.	_____	_____	_____
Has any man signed an Acknowledgment of Paternity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide a copy and list the city, county and state where filed	_____	_____	_____

Additional Information: _____

CHILDREN'S INFORMATION

PART G

Provide the information requested for all children born of the relationship between the mother and father, even if they do not reside in your home. Each child will have his/her own column. If you have more than six children, copy this page and attach it to the application.

	Child 4	Child 5	Child 6
Child's Full Name	_____	_____	_____
Other Names Used	_____	_____	_____
Sex and Race.....	Sex: ____ Race: _____	Sex: ____ Race: _____	Sex: ____ Race: _____
Social Security Number	_____	_____	_____
Date of Birth	_____	_____	_____
Place of Birth (City, County, State).....	_____	_____	_____
Child lives with	With: _____	With: _____	With: _____
Since what date	Since: _____	Since: _____	Since: _____
Covered under any insurance plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance Company Name	_____	_____	_____
Address.....	_____	_____	_____
City, State, Zip	_____	_____	_____
Phone Number.....	_____	_____	_____
Plan Name	_____	_____	_____
Group Number and Policy Number.....	_____	_____	_____
Who provides the insurance?	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other
If other, list name and relationship to child.	_____	_____	_____

If child is covered by more than one insurance, provide information about the additional insurance at the end of Part G.

Is child receiving Social Security benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list type and amount	_____	_____	_____

Provide the following information if a support order does not exist and the parents were never married to each other.

Place of conception (City, County, State)	_____	_____	_____
Has genetic testing been done?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide a copy of the results.	_____	_____	_____
Has any man signed an Acknowledgment of Paternity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide a copy and list the city, county and state where filed	_____	_____	_____

Additional Information: _____

INFORMATION ABOUT OTHER CHILDREN OF THE PARENTS

PART H

List all of the **mother's** children not previously listed.

Child's Full Name	Date of Birth Month / Day / Year	Who does the child live with?	Is the mother ordered to pay support for this child?
			<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____ Amount / Month
			<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____ Amount / Month
			<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____ Amount / Month
			<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____ Amount / Month
			<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____ Amount / Month
			<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____ Amount / Month

List all of the **father's** children not previously listed.

Child's Full Name	Date of Birth Month / Day / Year	Who does the child live with?	Is the father ordered to pay support for this child?
			<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____ Amount / Month
			<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____ Amount / Month
			<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____ Amount / Month
			<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____ Amount / Month
			<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____ Amount / Month
			<input type="checkbox"/> Yes <input type="checkbox"/> No \$_____ Amount / Month

Additional Information: _____

**STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
CHILD SUPPORT ENFORCEMENT DIVISION**

SUPPORT RECEIVED OR PAID

Children: _____ Mother: _____
_____ Father: _____

Read all the choices carefully before you check the box or boxes that apply. Please put your initials next to each box you check. The Child Support Enforcement Division (CSED) will collect ordered maintenance or alimony if the CSED is also collecting support.

I, the undersigned say:

I received payments **directly** from the father mother. I listed the payments on the other side of this form.

I received payments from another state agency or court. I listed the payments on the other side of this form. (Provide name, address and phone number of other state agency or court below.) **You must provide a certified copy of any pay records from the agency or court.**

I have never received a support payment.

I made payments **directly** to _____. (Name of individual, not an agency or court.) I listed the payments on the other side of this form.

I made payments to another state agency or court. I listed the payments on the other side of this form. (Provide name, address and phone number of other state agency or court below.) **You must provide a certified copy of any pay records from the agency or court.**

I have never made a support payment.

PAYMENTS

Year: _____

Month	Amount Due	Amount Paid	✓ If Paid to or Rec'd from Court/Agency
Jan			
Feb			
Mar			
Apr			
May			
June			
July			
Aug			
Sept			
Oct			
Nov			
Dec			

Year: _____

Month	Amount Due	Amount Paid	✓ If Paid to or Rec'd from Court/Agency
Jan			
Feb			
Mar			
Apr			
May			
June			
July			
Aug			
Sept			
Oct			
Nov			
Dec			

Year: _____

Month	Amount Due	Amount Paid	✓ If Paid to or Rec'd from Court/Agency
Jan			
Feb			
Mar			
Apr			
May			
June			
July			
Aug			
Sept			
Oct			
Nov			
Dec			

Year: _____

Month	Amount Due	Amount Paid	✓ If Paid to or Rec'd from Court/Agency
Jan			
Feb			
Mar			
Apr			
May			
June			
July			
Aug			
Sept			
Oct			
Nov			
Dec			

Year: _____

Month	Amount Due	Amount Paid	✓ If Paid to or Rec'd from Court/Agency
Jan			
Feb			
Mar			
Apr			
May			
June			
July			
Aug			
Sept			
Oct			
Nov			
Dec			

Year: _____

Month	Amount Due	Amount Paid	✓ If Paid to or Rec'd from Court/Agency
Jan			
Feb			
Mar			
Apr			
May			
June			
July			
Aug			
Sept			
Oct			
Nov			
Dec			

Attach additional pages if needed.

I declare under penalty of perjury and under the laws of the State of Montana that the foregoing is true and correct.

Date

County & State signed

Signature

Printed Name

**STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
CHILD SUPPORT ENFORCEMENT DIVISION**

AUTHORIZATION TO ACT

Children: _____ Mother: _____
_____ Father: _____

I have applied for Montana Child Support Enforcement Division (CSED) services. The CSED is authorized by law to take all actions necessary to work my case.

I am the Mother Father Other (list relationship) _____

I declare under penalty of perjury and under the laws of the State of Montana that the foregoing is true and correct.

Date County & State signed Signature Printed Name

**STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
CHILD SUPPORT ENFORCEMENT DIVISION**

Children: _____ Mother: _____
_____ Father: _____

**AUTHORIZATION
FOR RELEASE OF INFORMATION**

I authorize the Child Support Enforcement Division of the Montana Department of Public Health and Human Services (CSED), its employees or its agents to release any and all information about this case orally or in writing to _____ (name), my _____ (relationship; ie, current spouse, attorney, etc.).

Information that may be released includes all information available to the CSED pertaining to the above case. Such information includes, but is not limited to, documentation and/or details regarding the status of the CSED action in the case, specifics regarding payments and status of accounts, social security numbers, any negotiations or settlements made in the case, dates of hearings, paternity information and other sensitive information, and any other information that the CSED or its authorized agents or employees maintain in the case files or obtain through investigation. This information may be released to the above named individual or agency as if it were being released to me.

This release does not allow the undersigned, or any individual or agency named above, to receive access to information that is determined to be confidential under state or federal law, or that is otherwise protected from disclosure by law.

This authorization shall remain in effect until I revoke the authorization in writing, and the CSED acknowledges that it has received my written request.

Date

Signature

