

GEORGIA UIFSA REQUIREMENTS

In an effort to reduce incomplete or incorrect UIFSA requests, please review your forms to ensure ALL sections of the IT1 are complete and correct based on the services requested. **IMPORTANT FIELDS** that may cause deficiencies: Case Type selected should match other attachments, Services Requested (section I), Born out of Wedlock and Paternity Established Date (section VI), Case Summary fields (section II), Registration Statement and Affidavit of Arrears/Payment Record should match and should not contain white-outs. If your forms require editing, please use a single strike-through and enter the correct information with your initials.

Non-Disclosure

Other State should not include CP/CU's or children's address/identifying information on UIFSA Federal Forms and required documents. Notice of Finding should be included on party's affidavit or pleading under oath and noted on IT1, Section VII. (OS should provide DOB/SSN for CP/CU's and children on separate document that will not be filed with courts in Georgia.)

Establishment of Paternity and Support

Child Support Enforcement Transmittal #1 -	Original - Mandatory
Uniform Support Petition -	Original/Certified Copy - Mandatory
General Testimony -	Original/Certified Copy - Mandatory
Affidavit in Support of Establishing Paternity -	Original/Certified Copy - Mandatory
Birth Certificates -	Copy - Mandatory

Establishment of Support

Child Support Enforcement Transmittal #1 -	Original - Mandatory
Uniform Support Petition -	Original/Certified Copy - Mandatory
General Testimony -	Original/Certified Copy - Mandatory
Acknowledgement (or other proof) of Paternity -	Copy - Mandatory
Marriage Certificate -	Copy - Suggested
Birth Certificates -	Copy - Mandatory

Modification of Responding State's (GA's) Order

Child Support Enforcement Transmittal #1-	Original - Mandatory
Uniform Support Petition -	Original - Mandatory
General Testimony -	Original/Certified Copy - Mandatory
Arrears Affidavit/Calculation/Payment Record -	Suggested

Modification Only of Existing Order that Responding State did not Issue

Child Support Enforcement Transmittal #1-	Original - Mandatory
Uniform Support Petition -	Original - Mandatory
General Testimony -	Original/Certified Copy - Mandatory
Registration Statement -	Original/Certified Copy – Mandatory

Registration for Enforcement Only

Child Support Enforcement Transmittal #1-	Original – Mandatory
Registration Statement -	Original/Certified Copy – Mandatory
Copy of Current Order -	Original/Certified Copy – Mandatory
Copy of Prior Order(s) -	Original/Certified Copy – Mandatory
Arrears Calculation/Payment Record -	Original/Certified Copy – Mandatory
Affidavit of Direct Payments -	Copy - Suggested

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Registration for Enforcement and Modification

Child Support Enforcement Transmittal #1-	Original – Mandatory
Registration Statement	- Original/Certified Copy – Mandatory
Copy of Current Order	- Original/Certified Copy – Mandatory
Copy of Prior Order(s)	- Original/Certified Copy – Mandatory
Uniform Support Petition	- Original/Certified Copy – Mandatory
General Testimony	- Original/Certified Copy – Mandatory
Arrears Calculation/Payment Record	- Original/Certified Copy – Mandatory
Affidavit of Direct Payments	- Copy - Suggested

Administrative Change of Payee

Child Support Enforcement Transmittal #1-	Original – Mandatory
Copy of Current Order	- Copy – Mandatory
Copy of Prior Order(s)	- Copy – Mandatory
Arrears Affidavit/Calculation/Payment Record	- Original/Certified - Mandatory
Affidavit of Direct Payments	- Copy - Suggested

Administrative Redirection of Payments

Child Support Enforcement Transmittal #1-	Original – Mandatory
Copy of Current Order	- Copy - Suggested
Copy of Prior Order(s)	- Copy - Suggested
Arrears Affidavit/Calculation/Payment Record	- Copy - Suggested
Affidavit of Direct Payments	- Copy - Suggested

Enforcement of Responding State's (GA's) Order

Child Support Enforcement Transmittal #1-	Original – Mandatory
Copy of Current Order	- Copy - Mandatory
Copy of Prior Order(s)	- Copy - Suggested
Arrears Affidavit/Calculation/Payment Record	- Copy - Suggested
Affidavit of Direct Payments	- Copy - Suggested

Determination of Controlling Order and Reconciliation of Arrears

Child Support Enforcement Transmittal #1-	Original – Mandatory
Copy of Current Order	- Original/Certified Copy – Mandatory
Copy of Prior Order(s)	- Original/Certified Copy – Mandatory
Arrears Calculation/Pymt Record (one per order)	- Original/Certified Copy – Mandatory
Affidavit of Direct Payments	- Copy – Suggested
Registration Statement (one per order)	- Original/Certified Copy - Mandatory

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UIFSA Arrears Only Cases: GA will accept a UIFSA request from another state or foreign jurisdiction for enforcement of arrears only case under FFCCSOA based on the laws of that jurisdiction. The child support office will review to assure the request meets GA requirements.

INTEREST ON FOREIGN JUDGEMENTS: The referring state must supply its arrearage calculation; a copy of the interest statute and/or the order(s) showing interest was adjudicated.

****LIMITED SERVICES REQUESTS**** In general, if a state requests limited services from Georgia on a one-state case in which Georgia is neither responding nor initiating, the requesting state **must** pay **all** fees associated with the limited services. Other limited services request **may** be honored at the State's option.

IT3 request for Certified Copies of Court Orders: IT3 request will be acknowledged then forwarded to the child support office. If there is a fee charged by the GA Clerk of Court, the child support office will return the IT3 to sender instructing them to make arrangements through the county Clerk of Court. The GA Clerk of Court website www.gsccca.org will assist with contact information. If no fee is assessed by the GA Clerk of Court, the child support office will request the certified copy and mail to the requesting state.

IT3 request for Certified Copies or Copies of Pay Records (no GA DCSS case): IT3 request will be acknowledged then forwarded to the child support office. If there is a fee charged by the GA Clerk of Court, the child support office will return the IT3 to sender instructing them to make arrangements through the county Clerk of Court. The GA Clerk of Court website www.gsccca.org will assist with contact information. If no fee is assessed by the GA Clerk of Court, the child support office will request the certified copy and mail to the requesting state.

IT3 request for Certified Copies or Copies of Pay Records (GA DCSS case): IT3 request will be acknowledged and forwarded to the child support office for processing.

IT3 request for GA Unemployment Offset (UI): IT3 request will be returned to sender because Georgia DCSS requires a petition requesting establishment and/or enforcement of an order. Requesting states that do not want a two-state case should mail Federal Income Withholding Notices directly to the Georgia DOL and must include a one time, per person fee of \$52.00. This fee is not waived for out of state IV-D agencies. For questions, contact: GA DOL @ (404) 232-3033 or mail the FIW and fee to: Georgia Department of Labor; Special Programs Unit; 148 Andrew Young International Boulevard, Suite 900; Atlanta, GA 30303.

Note: If the initiating agency wants full services a Transmittal #1 must be submitted to Georgia Central Registry with the required documents and the NCP **must** reside in Georgia.

IT3 request for Administrative Enforcement (AEI/FIDM), Bank and/or Financial, Worker's Comp, Personal Injury, Property or Estate Liens - no active IV-D case in GA:

IT 3 will be returned to sender because DCSS requires a petition requesting the establishment and/or enforcement of an order.

Note: If there is an active IVD case with the state requesting assistance, IT3 will be forwarded to the office assigned as these require legal actions.

IT3 request for Service of Process for a legal action filed in an initiating agency:

IT 3 will be returned to the sender instructing them to make arrangements through the county Sheriff's office or private process server. The National Law Enforcement website <http://www.usacops.com/ga/> will assist with contact information

IT3 request for certified copies of Voluntary Acknowledgment of Paternity or

Birth/Death/Marriage/ Divorce documents: IT 3 will be returned to sender with instructions to request information from: State Office of Vital Records; 2600 Skyland Drive; Atlanta, GA 30319; Phone: 404-679-4702 <http://health.state.ga.us/programs/vitalrecords>. There is a charge of \$25.00 for the first certified copy of Birth or Death certificates and \$5.00 for additional copies. There is a charge of \$10.00 for each certified copy of the Voluntary Acknowledgment of Paternity, Marriage or Divorce documents. This fee is not waived for out of state IV-D agencies.

Note: A photo ID (of the employee requesting - not the Obligee or Obligor's ID) is now required when requesting a certified copies from Vital Records. The ID can be driver's license, employee ID, etc. This ID should be included with the request and fee.

Note: Please email your request for an unofficial copy (not certified) of the Birth Certificate or Voluntary Acknowledgment of Paternity to dcsspolicy-paternity@dhr.state.ga.us.