



COLORADO
Child Support Services
Department of Human Services

For Office Use Only
Date Sent:
Date Received:
Fee paid by:

Application for Child Support Services (CSS)

Please fill out this application as fully as you can. Sections with a star (**) are required. Giving us as much information as you can will help us set up and manage your child support case. If you can't answer a question, write "unsure" or "N/A" (not applicable).

CSS is committed to providing an inclusive and accessible experience to everyone, including individuals with disabilities. If you have specific concerns about your situation or need more help filling out the application, contact your county office for help. A list of county offices is available on the CSS website at <https://childsupport.state.co.us/>.

Important Safety Information

CSS takes the safety of all families receiving services seriously. If you are worried about you or your child(ren)'s safety, we can change some of our processes. **Are you worried that opening a child support case may result in physical or emotional harm to you or your child(ren)? ****

☐ Yes ☐ No ☐ I don't know/Unsure

We share your address and other personal information with state and federal agencies for child support reasons. The other party might get this information too. If family or domestic violence is an issue, CSS can put an alternate address on public documents or court filings to keep this information safer. This is called non-disclosure of information (NDI). **Would you like to request NDI for your case? ****

☐ Yes ☐ No ☐ I don't know/Unsure

You can update information about safety at any time. Even if you've already told your child support worker that you did not have any safety concerns, things change - and we want to help you stay safe.

Language Needs

What language do you speak most often? ☐ English ☐ Español ☐ Other

What language do you read most often? ☐ English ☐ Español ☐ Other

Do you need an interpreter? ☐ Yes ☐ No

Annual Service Fee

Federal law requires us to charge a \$35 annual fee on each case where we have collected at least \$550 in child support payments in a year, but only if the party receiving support has never received Temporary Assistance for Needy Families (TANF)/Colorado Works benefits. The fee is deducted from the child support disbursed to the party receiving support.

Applying for Child Support Services - Your Rights & Responsibilities **

Please read the following carefully. When you are finished, please initial each line below. **You must initial and agree to all statements in order for your application to be processed.**

_____ CSS represents the People of the State of Colorado and are not my private attorneys. No attorney-client relationship or privilege exists between me or the CSS staff.

- _____ I must provide my social security number or individual tax identification number to CSS. Information collected by CSS is confidential, though it may be shared with other agencies or the courts as permitted by law to support the services requested.
- _____ CSS cannot help me with with custody arrangements, parenting time (visitation) or property settlements.
- _____ Each county CSS office decides how specific child support cases are handled. I can't choose which actions CSS takes on my case.
- _____ I must cooperate with CSS. This includes providing CSS with the information needed to establish and enforce my child support order, signing and returning forms, and attending relevant appointments, conferences or hearings. If I do not cooperate, my case may be closed and public assistance programs (including but not limited to TANF, SNAP, Medicaid) will be notified, if applicable.
- _____ CSS will not accept my application for services if all the children have emancipated.
- _____ Non-parent caretakers (e.g., grandparent, aunt, uncle, adult sibling, stepparent, etc.) applying for child support must open a case against both biological parents. If this applies to me, I cannot close only one of the two cases against the biological parents.
- _____ If I currently have a child support order, I may be required to complete and sign a legal document agreeing to the amount of past-due child support owed.
- _____ I understand if a payment is sent from CSS in error or is unfunded (i.e. bounced check), it is my responsibility to pay back the unfunded amount. I may repay in full or CSS will deduct 10% or \$10.00 (whichever is greater) from each future support payment received until the balance is paid in full.
- _____ I must immediately inform CSS in writing of any new or changed information including, but not limited to:
- Changes to legal name, address, contact information, employment information or health insurance for either party;
 - Changes in custody of a child or parenting time (visitation) for longer than one month;
 - Hiring of a private attorney or private collection agency for help with child support collection, parenting time or parental custody; or
 - Any actions filed with a court that CSS was not involved with (e.g., separation, divorce, custody, etc.).
- _____ If there is a change that could cause the amount of the order to be adjusted (e.g. financial or medical), a modification (change) may be initiated by me, CSS or any other party to the case.
- _____ Once I receive a Family Support Registry (FSR) account number, sending or receiving direct payments may result in my case being closed. I will inform CSS about any payments sent or received directly instead of through the FSR.
- _____ CSS will not enforce spousal maintenance owed to me once the current child support order ends, unless the child(ren) of the order are residing with me, the spousal maintenance was ordered in the same case as child support, and past-due child support remains due.
- _____ I may request in writing to close my CSS case, however if I am receiving TANF or have past-due support assigned to the State the case may remain open.

APPLICATION CONTINUES ON NEXT PAGE

Tell Us About Yourself

I am: ☐ Seeking child support ☐ Paying child support ☐ Other

Please describe your relationship to the child(ren):

Legal Name (First, Middle, Last) **

Maiden Name (If applicable)

Preferred Name or Nickname

Your Birthdate **
(MM/DD/YYYY)

Personal Identification Number (Social Security Number or Taxpayer Identification Number) **

☐ Social Security Number
☐ Taxpayer Identification Number
☐ I do not have one

Gender

☐ Male
☐ Female
☐ Other: _____

Pronouns

☐ He/Him/His
☐ She/Her/Hers
☐ They/Them/Theirs
☐ Other: _____

Ethnicity

☐ Asian ☐ Native American
☐ Black ☐ Other: _____
☐ Hispanic ☐ White

How can we reach you?

Primary Phone Number ** ☐ Home ☐ Cell ☐ Work ☐ Other: _____

Secondary Phone Number ☐ Home ☐ Cell ☐ Work ☐ Other: _____

Would you like to receive text messages about your child support case?
☐ Yes ☐ No

Email

Where do you live today?

(CSS Tip: You cannot use a PO Box for your residential address)

Street Address **

Apartment/Unit Number

Can you receive mail at this address?

City **

State **

Zip Code **

☐ Yes
☐ No (Fill out mailing address section below)

Mailing Address

Street Address

Apartment/Unit Number

City

State

Zip Code

Tell Us About the Other Parent

You must complete a separate application for each parent for whom you wish us to provide services

Legal Name (First, Middle, Last) **		Maiden Name (If applicable)	Preferred Name or Nickname
Birthdate (if unknown, give best guess of age) (MM/DD/YYYY)	Personal Identification Number (Social Security Number or Taxpayer Identification Number) ☐ Social Security Number ☐ Taxpayer Identification Number ☐ They do not have one ☐ I do not know this information		
Gender ☐ Male ☐ Female ☐ Other: _____	Pronouns ☐ He/Him/His ☐ She/Her/Hers ☐ They/Them/Theirs ☐ Other: _____	Ethnicity ☐ Asian ☐ Black ☐ Hispanic ☐ Native American ☐ Other: _____ ☐ White	
How can we reach the other parent?			
Primary Phone Number ☐ Home ☐ Cell ☐ Work ☐ Other: _____			
Email			
Where does the other parent receive mail? (CSS Tip: Not sure where they currently live? Give the last known address)			
Street Address		Apartment/Unit Number	
City	State	Zip Code	
Where was the other parent born?			
City	State	Country	
Is the other parent employed? ☐ Yes ☐ No ☐ I don't know (CSS Tip: Not sure where they are currently employed? Give the last known employer)			
Employer Name		Phone Number	
Street Address		Apartment/Unit Number	
City	State	Zip Code	
What other information about the other parent can you provide that may help us establish or enforce a child support order? (CSS Tip: This could be a physical description, vehicle information, incarceration status, information on their parents, etc.)			

Tell Us About the Child(ren) Who Need Support			
	Child 1	Child 2	Child 3
Legal Name (First, Middle, Last) **			
Personal Identification Number (SSN/ITIN) **			
Birthdate ** (MM/DD/YYYY)			
Gender **	☐ Male ☐ Female ☐ Other: _____	☐ Male ☐ Female ☐ Other: _____	☐ Male ☐ Female ☐ Other: _____
Where was the child born? (City, State, Country)			
Where was the child conceived? (City, State, Country)			
Who is listed on the child's birth certificate?	Parent 1: Parent 2:	Parent 1: Parent 2:	Parent 1: Parent 2:
Does the child have health care coverage?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Who is providing the health care coverage?	☐ Party seeking support ☐ Party paying support ☐ Medicaid ☐ Other: _____	☐ Party seeking support ☐ Party paying support ☐ Medicaid ☐ Other: _____	☐ Party seeking support ☐ Party paying support ☐ Medicaid ☐ Other: _____
	Child 4	Child 5	Child 6
Legal Name (First, Middle, Last) **			
Personal Identification Number (SSN/ITIN) **			
Birthdate ** (MM/DD/YYYY)			
Gender **	☐ Male ☐ Female ☐ Other: _____	☐ Male ☐ Female ☐ Other: _____	☐ Male ☐ Female ☐ Other: _____
Where was the child born? (City, State, Country)			
Where was the child conceived? (City, State, Country)			
Who is listed on the child's birth certificate?	Parent 1: Parent 2:	Parent 1: Parent 2:	Parent 1: Parent 2:
Does the child have health care coverage?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Who is providing the health care coverage?	☐ Party seeking support ☐ Party paying support ☐ Medicaid ☐ Other: _____	☐ Party seeking support ☐ Party paying support ☐ Medicaid ☐ Other: _____	☐ Party seeking support ☐ Party paying support ☐ Medicaid ☐ Other: _____

Tell Us About Your Relationship with the Other Parent

Were you ever married to the other parent? ☐ Yes ☐ No ☐ I don't know

Date of Marriage/Civil Union	Where did the marriage/civil union take place?	Date of Separation
Date of Divorce	Where was the divorce filed? (City, State)	When did you last have contact with the other parent?

Tell Us More About Your Situation

Do you have an existing court order for child support? ☐ Yes ☐ No ☐ I don't know

If yes:

Child Support Order Number	What court established the order?	When did you last receive support?
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Is an attorney or licensed legal paraprofessional (LLP) representing you in your case? ☐ Yes ☐ No

If Yes: Please give the information for your current attorney or LLP

Attorney Name	Law Firm	Phone Number
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Acknowledgment/Signature

By signing my name below, I understand and agree that:

I am submitting my application for child support services to the Colorado Child Support Services program.

I have read the section *Applying for Child Support Services - Your Rights & Responsibilities* on page 1 & 2 and understand my responsibility to cooperate with CSS.

I understand if a payment is sent from CSS in error or is unfunded (i.e. bounced check), it is my responsibility to pay back the unfunded amount. I may repay in full or CSS will deduct 10% or \$10.00 (whichever is greater) from each future support payment received until the balance is paid in full.

I certify that I personally have provided all information in this document and it is true and correct to the best of my knowledge and belief. I agree to report any changes in my circumstances that may affect support actions in my case.

Signature **		Date **	
Print Name **			

Application - Supporting Documentation

Please locate and submit **copies** of the documents below when requested by your county technician:

- ☐ Copy of a birth certificate and social security card (if applicable) for all children
- ☐ Copy of your government-issued ID (i.e. driver's license, passport, etc)
- ☐ A photo of the other parent (if available)
- ☐ Verification of your income (i.e., pay stubs, tax returns)
- ☐ Copy of Marriage Certificate(s)
- ☐ Copy of Court Order(s) related to the children or marriage, which could include:
 - ☐ Divorce Decrees
 - ☐ Paternity Orders
 - ☐ Child Support and/or Spousal Support Orders
 - ☐ Parenting Time Orders
 - ☐ Adoption Orders
 - ☐ Orders Terminating Parental Rights
 - ☐ Related orders from states outside of Colorado
- ☐ Records of all child support paid, including payments made directly or through a state disbursement unit

Individual counties may ask for other documents not listed here. Please reach out to your county for any specific requirements.