

GEORGIA UIFSA REQUIREMENTS

In an effort to reduce incomplete or incorrect UIFSA requests, please review your forms to ensure the information for the Case Summary section on the IT1, Registration Statement and Affidavit of Arrears/Payment Record match and does 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 |

GEORGIA UIFSA REQUIREMENTS – page 2

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 |

GEORGIA UIFSA REQUIREMENTS – page 3

****LIMITED SERVICES REQUESTS****

IT3 request for GA Unemployment Offset (UI): IT3 request will be returned to sender because Georgia DCSS has no legal authority to take case actions on a Non-IVD case. 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 Georgia DCSS has no legal authority to take case actions on a Non-IVD case. Georgia 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 with instructions to make arrangements through county Sheriffs office or private process server.

IT3 request for certified copies of birth certificates: IT 3 will be returned to sender with instructions to request information from: State Office of Vital Records; 2600 Skyland Drive; Atlanta, GA 30319; Telephone: 404-679-4702.

<http://health.state.ga.us/programs/vitalrecords>. There is a charge of \$10.00 per copy. 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 copy of birth certificates from Vital Records. The ID can be driver's license, employee ID, etc. This ID should be included with the request and \$10 fee.

Note: Vital Records will no longer provide copies of paternity acknowledgment forms.