



Child Support Services

## **APPLICATION FOR SERVICES**

Thank you for your interest in the North Carolina Child Support Services (NCCSS) program. Child support services are available to all applicants: parent, alleged fathers, non-parent caretakers, minor children, social services agencies and judicial officials. If you decide to apply for child support services, please complete the application in its entirety and sign where appropriate.

To assist with processing your application, the local child support agency may ask you to provide the following:

- Proof of your income, if you are the child(ren)'s parent (e.g. pay stubs, tax returns, etc.)
- Copy of your Photo ID (e.g. driver's license)
- Copy of each child's state-issued birth certificate and Social Security card
- Photo of the child's other parent (noncustodial parent from whom child support services are being requested)
- Copy of marriage certificates; if not available, provide dates of marriage and/or other verification of marital status of the children's parents
- Copy of any legal documents related to the child(ren) included in this application, such as:
  - Affidavit of Parentage - a legal document signed voluntarily by both parents (either in the hospital or at any time after the birth of the child) that establishes paternity
  - Paternity order (court order establishing paternity)
  - Child support and/or spousal support order(s) (all initial and modified orders)
  - Agreement signed voluntarily by the parents for child support
  - Copy of the child(ren)'s parent's marriage and/or divorce decree
  - Order(s) terminating parental rights
  - Domestic violence protective order(s)
- Payment records of all support paid directly to the custodial parent or through a court

If you need additional information or assistance in completing the form, you may contact the local child support agency or call the NCCSS Customer Service Center at 1-800-992-9457 or contact a local child support agency.

Respectfully,

**To start the child support services process, please complete the following steps:**

**Step 1:**

- **Read** the North Carolina Child Support Services (NCCSS) services, policies, applicant rights and responsibilities.

**Step 2:**

- **Complete Section 1 – Applicant/Public Assistance Recipient Information**
  - **You MUST select** the appropriate information boxes.
  - If you are a minor child applicant requesting child support services from your own parents, you are required to complete all sections of the application

**Step 3:**

- **Complete Section 2 – Custodial Parent/Guardian Information**

Provide the caretaker of the child(ren)'s information

  - If you are the noncustodial parent applying for service, provide the caretaker of the child(ren)'s information
  - **You will not be required to complete the income section if your relationship is 'guardian', 'legal representative' or 'other' to the child(ren) for whom you are requesting services**

**Step 4:**

- **Complete Section 3 – Minor Child Information**
  - Complete for each child for whom child support services are being requested. Minor child applicants must complete this section

**Step 5:**

- **Complete Section 4 – Noncustodial Parent Information**
  - Provide information about the noncustodial parent(s) from whom child support services are being requested.

**Step 6:**

- **Complete Section 5 – Additional Information**
  - List any information that has not been provided in the application that may assist the child support agency in processing your application

**Step 7:**

- **Complete Section 6 – Upload documents**
  - You can upload documents. This is not a requirement.

**Step 8:**

- **Complete Section 7 – Certification Statement**
  - Review the certification statement and mark the check box before proceeding to electronic signature.

**Step 9:**

- **Sign and Submit Application**
  - **You MUST sign.** You must type your first and last name as your signature. By doing so, you agree that your electronic signature is the legally binding equivalent to your handwritten signature
  - Print and submit your application. You may print your application in its entirety before you submit your application.