



CHARLES COUNTY DEPARTMENT OF SOCIAL SERVICES

Larry Hogan, *Governor* • Boyd Rutherford, *Lt. Governor* • Lourdes R. Padilla, *Secretary*
• Therese Wolf, MA, *Director of Charles County Dept. of Social Services* •

CHILD SUPPORT ADMINISTRATION (1-800-332-6347)

CUSTODIAL PARENT _____
NON CUSTODIAL PARENT _____
CASE # _____ INTAKE WORKER _____ DATE _____

Thank you for your Child Support Application. **The following checked item is required in order to proceed with your case.**

- A CERTIFIED **BIRTH CERTIFICATE AND/OR AFFIDAVIT OF PARENTAGE** IF AVAILABLE FOR EACH CHILD.
- A COPY OF YOUR PRIOR COURT ORDER REGARDING DIVORCE, CUSTODY OR SUPPORT SIGNED BY THE JUDGE.
- AN AFFIDAVIT OF ARREARS. PLEASE COMPLETE THE ATTACHED AFFIDAVIT. (AFFIDAVIT MUST BE NOTARIZED)
- COURT ORDER SHOWING YOU HAVE CUSTODY OR GUARDIANSHIP

COMPLETION OF THE ATTACHED DOCUMENTS

- 3 CERTIFIED COPIES OF ANY COURT ORDERS THAT ORDERED SUPPORT
- 3 COPIES OF PAYMENT HISTORY & CERTIFIED COPIES OF ARREARS

THE LEGAL DEPARTMENT WILL NEED THE FOLLOWING FOR NEW CHILD SUPPORT APPLICATIONS:

- AFFIDAVIT OF PARENTAGE – (DEPT OF VITAL) 410-764-3182**
- COPY OF SOCIAL SECURITY CARDS FOR CHILDREN**
- THREE (3) MOST RECENT PAYSTUBS (IF EMPLOYED)**
- PROOF OF DAYCARE EXPENSES (IF ANY)**
- COPY OF MARRIAGE CERTIFICATE/WHEN PARTIES ARE SEPARATED**
- PROOF OF HEALTHCARE (IF NOT STATE)**
- THREE (3) MOST RECENT TAX RETURNS (INTERSTATE CASES)**

OTHER DOCUMENTS NEEDED ARE:

Maurice Butler, MPA, MBA
Assistant Director
Local Government
Administration

Cindy Russell
Acting Assistant Director
Child Support
Enforcement

Tanisha Sanders, PhD
Assistant Director
Family, Adult and Children
Services

Susan Seufert, BA
Assistant Director
Family Investment
Administration

