



Iowa Department of Human Services

### CERTIFICATE OF NONCOMPLIANCE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Worker ID: \_\_\_\_\_  
Child Support Recovery Unit  
\_\_\_\_\_  
\_\_\_\_\_  
Tel. \_\_\_\_\_

Payor's Name: \_\_\_\_\_  
To \_\_\_\_\_  
\_\_\_\_\_

This certifies that the above-named payor is not in compliance with a support order being enforced by the Child Support Recovery Unit (Unit).

According to Iowa Code section 252J.7, as a licensing agency, you are required to:

- Begin steps to suspend, revoke, or refuse to issue or renew the licenses and motor vehicle registrations of the above-named payor.
- Provide notice to the payor of your intent to suspend, revoke, or refuse to issue or renew licenses and motor vehicle registrations of the above-named payor. Your notice must include the date your action becomes effective. Your action shall be effective no sooner than 30 days from the date you provide this notice to the payor.

If you have any questions, contact the Unit listed above. A copy of this certificate has been sent to the payor.

### Payor's Rights and Responsibilities

To the payor:

The licensing agency will begin sanctioning your licenses and motor vehicle registrations. This process cannot be stopped until you pay all past-due support, provide your employer information, or qualify for an exemption. If you do not have an existing License Sanction Payment Agreement, you may be allowed to enter into a payment agreement.

You must pay any fees or fines due to the suspension or revocation of your licenses and motor vehicle registrations.

**To challenge the license sanction**, you may ask for a conference with the Unit or apply for a district court hearing in the county where your support order is filed.

To ask for a conference, complete the License Sanction Request for Conference section on page 3 and send it to the Unit's address listed at the bottom of page 3. The Unit will send you a notice with the date and time of the conference, and what documents you need to provide for the conference. **NOTE:** If you have already had a license sanction conference and have an existing License Sanction Payment Agreement, you will not be given another license sanction conference. You must make up all missed payments from your License Sanction Payment Agreement, pay all past-due support, or apply for a district court hearing.

To apply for a district court hearing, you must file a written application for a court hearing **within 30 days** from the date on the licensing agency's notice. File the written application with the clerk of court in the county where your support order is filed and send a copy to the Unit's address listed on the top of page 1. **NOTE:** A review by the court is limited to a mistake of fact. Visitation, custody, or other issues not related to the amount of child support owed are not grounds for a hearing to challenge a license sanction.

If you have questions, you may call the Unit listed at the top of page 1 or consult a private attorney at your own expense.

<b>Certificate Of Mailing</b>
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The undersigned certifies that the Certificate of Noncompliance was sent to the named licensing agency on \_\_\_\_\_ and a copy of this document was sent to the named payor at the last address known by the Unit, by placing a copy in the U.S. mail, postage prepaid on \_\_\_\_\_.

\_\_\_\_\_

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***Policy Regarding Discrimination, Harassment, Affirmative Action and Equal Employment Opportunity***

The Iowa Department of Human Services (DHS) policy on non-discrimination, harassment, affirmative action, and equal employment can be viewed on the DHS website at the bottom of the page at: [dhs.iowa.gov](http://dhs.iowa.gov).

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## License Sanction Request for Conference

(This is **not** used to request a district court hearing.)

Worker ID: \_\_\_\_\_

Case Number: \_\_\_\_\_ Name: \_\_\_\_\_

I want a conference to discuss the sanctioning of my license(s).

You can reach me at this number: (\_\_\_\_\_)\_\_\_\_\_

Days and times I am **not** available for a conference: \_\_\_\_\_

My employer's name, address, and phone number: \_\_\_\_\_

\_\_\_\_\_

The Unit will send you an *Acknowledgement of Request for Conference* with the date and time of the conference. The conference day and time depend on the Unit's office hours and the worker's availability. The Unit's office hours are 8:00 AM to 4:30 PM, Monday through Friday.

**NOTE:** If you have already had a license sanction conference and have an existing License Sanction Payment Agreement, you will not be given another license sanction conference. You must make up all missed payments from your License Sanction Payment Agreement, pay all past-due support, or apply for a district court hearing.

Sign here to request a license sanction conference: \_\_\_\_\_  
Signature Date

## Waiver of Rights: (Optional)

Iowa Code 252J.4 requires the Unit to wait ten days before holding the conference. By signing below, I agree to give up this ten-day waiting period and agree to an earlier date, which may be the same date that I request a conference.

\_\_\_\_\_  
Signature (Optional) Date

Send this form to: Child Support Recovery Unit  
«CSRUADDR1»  
«CSRUADDR2»  
«CSRUCITYSTZIP»