



_____, _____

Dear Administrator:

Information from one or more of our sources indicates you may be providing services to a person we are trying to locate.

State and federal laws state we may use an administrative subpoena to obtain certain information from public utilities, cable television companies, cell phone companies, and Internet service providers.

To assist us in verifying the person's location, I am issuing the attached administrative subpoena upon your customer records.

The only information I am allowed to have access to and receive from you under this subpoena is the name, address, employer name and employer address for the individual identified on the subpoena. I ask you for the following assistance in replying to the subpoena:

- 1) Please check your files for any record of the person whose name appears on the subpoena.
- 2) Check one of the three boxes with the appropriate response.
- 3) Complete and return the subpoena to the address listed on the form within 15 days.

If your customer records contain more than one person who may be the individual whose name appears on the subpoena, please reply and note what additional information you may need to identify the correct customer from your records.

Sincerely,

_____, Director
Child Support Services

ADMINISTRATIVE SUBPOENA

Date issued: _____

ICAR Case Number: _____

<p>TO:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____, _____</p>	<p>FROM:</p> <p>Child Support Services</p> <p>_____</p> <p>_____</p> <p>_____, _____</p>
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You are directed to provide address and employer information needed to establish, modify, or enforce a support order. You have 15 days to comply with this subpoena. This subpoena is issued under Federal law [42 U.S.C. 666(c)(1)] and the law of Iowa [Iowa Code section 252B.9(1)(d)]. **This subpoena may be satisfied by filling out and returning this document to the Child Support Services (CSS) office noted at the top of this form. Please make sure the CSS address appears in the window of the envelope provided.**

AGENCY CERTIFICATION

The undersigned states that, as an authorized agent of the State of Iowa Child Support Services, which is responsible for implementing the child support enforcement program set forth in Title IV, Part D, of the Federal Social Security Act (42 U.S.C. 651, et seq.) I have legal authority to issue this subpoena to have effect in any state. Failure to obey this subpoena may result in the imposition of penalties as provided under Iowa law or as provided under the laws of your state. For additional information about this subpoena, including how to challenge it, please contact Iowa Child Support Services.

_____, Director
Child Support Services

This subpoena requests information about all of the people listed in an electronic document provided to the public utility by Child Support Services on or about «Date». The names included on that electronic file are incorporated by reference as if fully set out within this document. The public utility named in this subpoena shall return any matching information to CSS in a pre-established electronic format within 15 days. This form does not need to be returned to CSS.

I, _____ (please print your name here), certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding is true and correct.

_____/_____/_____
Signed, public utility representative Executed on this date