



Four horizontal lines for text entry.

Date: _____

Case Number: _____

REQUEST FOR NEW INFORMATION

About _____

Dear Parent or Caretaker:

Child Support Services (CSS) is attempting to pursue action on your case. Please provide any new information, complete or incomplete, about the above named person. Some good sources of information are old rental agreements, old tax or bank forms, canceled checks, etc. You may provide this information by filling out this form and returning it to the address provided below within 10 days of receipt of this letter or by calling your local office at the number listed below.

Location Information

Form with fields for Home Address, Phone Number, Social Security Number, Birth Date, Race, Height, Weight, Hair Color, Eye Color, Physical Description, Address of Property Owned, Vehicles/License Owned, Parents' Names, Name and Address of Bank, and Social Media Accounts.

Employment Information

Past or Present Employer:	
Occupation:	Employer Phone Number:
Union Membership:	Degrees/Colleges Attended/Professional Licenses:

Other Information

Other Information (significant others, friends, places frequently visited, arrest information, prison information, other sources of income, other assets, assistance received in another state, etc.):

Thank you for your continued help and cooperation with Child Support Services.

Sincerely,

