

APPLICATION FOR CHILD SUPPORT ENFORCEMENT SERVICES

Dear Applicant:

We are pleased to provide you with the information you requested about applying for child support services. The services available through the child support program include: location of the non-custodial parent, establishment of paternity, establishment and enforcement of child support and medical support, review and adjustment of child support orders, and collection and disbursement of child support payments.

APPLICATION FORMS: Enclosed in this packet are two forms: 1) *Application For Support Enforcement Services*; and 2) *Information For Support Enforcement Services*; and the *How To Get Help* brochure.

Please read the application forms carefully and answer all questions completely, using full names. Please type or neatly print this information, as this information will be entered into our computer system. You must complete a separate set of forms for each person from whom you want support.

APPLICATION FEE: There is a \$25.00 **non-refundable** application fee, which must be paid at the time you submit your forms. Only one (1) \$25.00 application fee is required. The application fee may be paid by certified check, cashier's check, or money order and must be made payable to the **Maryland Child Support Account**. However, if you are a current or former recipient of Temporary Cash Assistance or Medical Assistance benefits in the State of Maryland, you may qualify for an exemption from the fee.

OTHER DOCUMENTS: Please attach copies of the following items that apply to your situation: marriage certificate; adoption certificate or affidavit of parentage; social security cards for you and your children; divorce decree; guardianship, child support, custody, paternity, civil or ex parte orders.

WHERE TO MAIL APPLICATION: The completed application forms, \$25.00 application fee (if required), and other relevant documents should be mailed to the Child Support Office in the county where you reside. **See reverse side for location addresses.**

PROCESSING YOUR APPLICATION: Upon receipt of your complete application package, the child support agency will review your case to determine what action must be taken. Failure to provide the necessary information or documentation, if it is applicable to you, will result in your application being returned to you for you to provide the required information. You will be contacted if it is necessary for you to appear in person at the child support agency. If you are requesting enforcement of an existing child support order, the child support agency will automatically send a notice to the non-custodial parent to direct the child support payments to the Central Collection's Office, and any payments received will promptly be forwarded to you.

QUESTIONS: If you have any questions, please call 1-800-332-6347.

Mailing Addresses For Local Child Support Offices

Allegany Co. D.S.S.

Office of Child Support
P.O. Box 1647
Cumberland, MD 21501-1647

Anne Arundel Co.

Office of Child Support Enforcement
P.O. Box 1870
Annapolis, MD 21404

Baltimore City

Office of Child Support Enforcement
1 N. Charles Street, 5th Floor
Baltimore, MD 21201

Baltimore Co.

Office of Child Support Enforcement
170 W. Ridgely Rd., Suite 200
Lutherville, MD 21093

Calvert Co. D.S.S.

Office of Child Support
200 Duke St.
Prince Frederick, MD 20678

Caroline Co. D.S.S.

Office of Child Support
P.O. Box 100
Denton, MD 21629

Carroll Co. D.S.S.

Bureau of Support Enforcement
P.O. Box 930
Westminster, MD 21158-0930

Cecil Co. D.S.S.

Office of Child Support
P.O. Box 1160
Elkton, MD 21922

Charles Co. D.S.S.

Office of Child Support
P.O. Box 1010
LaPlata, MD 20646

Dorchester Co. D.S.S.

Office of Child Support
P.O. Box 259
Cambridge, MD 21613

Frederick Co. D.S.S.

Office of Child Support
P.O. Box 237
Frederick, MD 21705

Garrett Co. D.S.S.

Office of Child Support
12578 Garrett Highway
Oakland, MD 21550

Harford Co.

Office of Child Support Enforcement
101 S. Main St., 2nd Floor
Bel Air, MD 21014

Howard Co. D.S.S.

Office of Child Support
7121 Columbia Gateway Drive
Columbia, MD 21046

Kent Co. D.S.S.

Office of Child Support
315 High St., Suite 208
Chestertown, MD 21620

Montgomery Co.

Office of Child Support Enforcement
51 Monroe St., Suite 811
Rockville, MD 20850

Prince George's Co.

Office of Child Support Enforcement
4235 28th Avenue, Suite 135
Temple Hill, MD 20748

Queen Anne's Co.

Office of Child Support Enforcement
P.O. Box 387
Centreville, MD 21617

St. Mary's Co. D.S.S.

Office of Child Support
Joseph D. Carter Bldg.
P.O. Box 509
Leonardtown, MD 20650

Somerset Co. D.S.S.

Office of Child Support
P.O. Box 369
Princess Anne, MD 21853

Talbot Co. D.S.S.

Office of Child Support
P.O. Box 1479
Easton, MD 21601

Washington Co. D.S.S.

Office of Child Support
P.O. Box 1419
Hagerstown, MD 21741-1419

Wicomico County

Bureau of Support Enforcement
309 Calvert Street, Suite 101
Salisbury, MD 21801

Worcester Co. D.S.S.

Office of Child Support
P.O. Box 39
Snow Hill, MD 21863