



ZACHARY W. CARTER
Corporation Counsel

THE CITY OF NEW YORK
LAW DEPARTMENT
100 CHURCH STREET, 4th Floor
NEW YORK, NY 10007

PHONE: (212) 356-3220
FAX: (212) 356-3229

**FAMILY COURT DIVISION
INTERSTATE CHILD
SUPPORT UNIT**

APPLICATION FOR:

**PETITION TO ESTABLISH CHILD SUPPORT OR
TO ESTABLISH PATERNITY AND SUPPORT**

Petitioner's Name: _____

Appointment Date & Time: _____

Please make a note of the date and time you are scheduled to be interviewed. You must provide the **current home and / or work address** for the person from whom you are seeking support. **If you are unable to keep your appointment please call _____ or email _____ at least 7 days prior to your appointment so that we can reschedule your appointment. Thank you.**

PLEASE BRING IN THE FOLLOWING ITEMS:

1. This entire application, filled out to the best of your ability.
2. Child(ren's) Birth Certificate(s) and Social Security number(s). **Note: For cases filed to North Carolina, the Birth Certificate must be a certified original.**
3. Acknowledgment of Paternity, Order of Filiation, Order of Parentage or Acknowledgement of Parentage for each child.
4. All marriage certificates, if applicable.
5. If divorced, one (1) certified copy of any and all divorce judgments with related Findings of Fact, Separation Agreements, Stipulations, Referee's Report and/or any other attachments.

6. Copy of your most recently filed tax returns, W-2 form and three recent pay stubs. If you receive SSD or SSI, please include a copy of the most recent award letter.
7. If you are currently unemployed and not receiving any public benefits, please provide a notarized statement as to how you are financially supporting yourself and the subject child(ren).
8. If you are currently incurring child care expenses for the subject child(ren), please provide the following documents:
 - a. If the child care provider is a private caretaker, please ask the caretaker to provide a notarized affidavit regarding the number of days per week and the number of hours per day that child care is being provided and the rate of the child care cost. Please also provide proof of payment of such child care such as cancelled checks or receipts.
 - b. If the child care provider is a daycare or childcare facility, please ask the facility to provide an invoice or bill listing the number of days per week and the number of hours per day that child care is being provided and the rate of the child care cost. Please also provide proof of payment of such child care, such as cancelled checks, credit card charges or receipts.
9. Social Security number of person from whom you are seeking child support.
10. A photograph of the person from whom you are seeking child support, if available.
11. Please review the Petitioner's Consent Form but do not sign it. It will be signed and notarized at the interview.
12. Other: _____