



**DEPARTMENT OF ECONOMIC SECURITY**  
*Your Partner For A Stronger Arizona*

Katie Hobbs  
Governor

Vacant  
Director

Date:

Dear

The Division of Child Support Services (DCSS) received your application on .

**Your application cannot be processed because:**

The application is incomplete without the:

Custodial Parent page

Non-Custodial page

Child(ren)'s page(s)

Signature page

The application is invalid without a signature on the Signature Page.

The applicant signature and/or the date is missing.

Please visit our website at [des.az.gov/dcsc](https://des.az.gov/dcsc) to download a new application.

If you need help in completing the application you can go to a child support office closest to you for help. Should you choose to mail it in, please make sure it is completed and signed then mail it to:

DES Division of Child Support Services  
P.O. Box 40458  
Phoenix, AZ 85067

See page 2 for EOE/ADA disclosures

To find the nearest DCSS office, visit our website at [des.az.gov/dcss](https://des.az.gov/dcss) and click on Find Our Offices on the left side of the page. Enter your ZIP code and hit the Search button. This will give you the closest DCSS office to you so that you may bring your new completed application back into the office.

We will keep your incomplete application and the copies of documents you sent us on file for 20 calendar days. If we have not heard from you within that time, we will destroy the documents.

If we are **returning your application** along with all documents you included, it is because we **CANNOT** open a case for you. There are no services that DCSS can provide to you because:

Your child(ren) is over 18 years old and has **not** had paternity established (legal father). DCSS cannot pursue an order for paternity or child support for this child. There are no services DCSS can provide for an emancipated child(ren) when no paternity order exists.

If paternity has been legally established with another man, DCSS will not pursue another alleged father. However, you may still file an action with the court to disestablish paternity.

Other:

If you have any further questions regarding your case, please do not hesitate to contact our Customer Service Region at 602-252-4045 or call toll free at 1-800-882-4151, or you may visit our website at [des.az.gov/dcss](https://des.az.gov/dcss).