



F.Y.I.

from the Policy Unit

FYI-400

Date: April 7, 2023

SUBJECT: New and Updated Fillable Hague Convention Forms

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSS_POLICYQUESTIONS@azdes.gov

The Office of Child Support Enforcement (OCSE) has provided all Hague Convention fillable forms with the new expiration date of March 31, 2026. The 16 Hague Convention forms include two new case processing forms:

- **F1 Request for Specific Measures:** This form requests cooperation from a Central Authority when no Hague Convention application is pending. These requests are used to assist in deciding whether to initiate a full application. These are usually parent locate requests.
- **F2 Request for Specific Measures Response:** This form is to respond to a request for specific measures.

Policy has replaced the expired forms with the updated fillable forms in The PORT for immediate use. Use these forms for international case processing with Hague Convention countries. As a reminder, review the [OCSE International page](#) to see if the responding country requires the Hague documents in a different language and use the appropriate documents provided for that country. Any other documents to be sent must first be translated into the language designated by the responding country. All requests for written translations should be sent to DCSStranslations@azdes.gov.

You will find the Hague Convention forms using the following file path: Appendices > Document Matrix > DCSS Internal Forms and Checklists > INTERGOVERNMENTAL > HAGUE DOCUMENTS.

DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.

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