



F.Y.I.

from the Policy Unit

FYI-146

Date: October 24, 2017

SUBJECT: Reinstatement of Passport Process

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSSPOLICYQUESTIONS@azdes.gov or call 602-771-8127

The purpose of this F.Y.I. is to inform staff to send written requests for Withdrawal of Passport Denial to the Specialized Remedies Unit at mailbox dcss-passport@azdes.gov or by fax to (602) 353-5725.

The request must include:

- Noncustodial parent's name (NCP)
- ATLAS case number
- The reason for requesting the withdrawal.

If NCP has multiple cases, list them in one email/fax.