



F.Y.I.

from the Policy Unit

FYI-201

Date: December 13, 2018

SUBJECT: New Forms in The PORT

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

The Policy Unit is excited to introduce new forms that were recently added to the PORT. They include all of the Hague Convention documents and Spanish-English intergovernmental forms.

The Spanish-English forms were provided by the federal Office of Child Support Enforcement to be used when initiating a case to Mexico. These forms include a separate document called "Requisitos UIFSA 2015-Required Documents for Referral to Mexico". This is a list of all of the forms required by Mexico to open an intergovernmental case. When initiating an enforcement case, remember to send a copy of the certified translated order in Spanish to Mexico as well as the original certified copy of the support order.

All of these forms, with the exception of the checklist, are fillable and printable.

These documents may be found in the PORT>Appendices>DCSS Document Matrix>DCSS Internal and Forms and Checklists [here](#).

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

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