



# **F.Y.I.**

**from the Policy Unit**

**FYI-298**

**Date: August 4, 2020**

## **SUBJECT: Documents Requiring Notarization by Statute**

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS.POLICYQUESTIONS@azdes.gov](mailto:DCSS.POLICYQUESTIONS@azdes.gov) or call 602-771-8127

This Policy FYI is intended to clarify which DCSS forms currently require notarization. This requirement is based on current statute and/or Administrative Rule. The following documents currently require notarization:

### **Eloquence**

FARI0001F0209/S0209	CP Agreement to Accept Service by Mail – Modification (English & Spanish)
FARI0001F0212/S0212	NCP Agreement to Accept Service by Mail – Modification (English & Spanish)
FARI0001F0242	Affidavit of Receipt of Direct Payments
FCSE0001F0522	Waiver of Support

### **DES Document Center**

CSE-1168	Agreement to Accept Service by Mail – TANF Workshops
CSE-1178	Agreement to Accept Service by Mail – Modification Packet
CSE-1281	Agreement to Accept Service by Mail - Establishment and Paternity
CSE-127	Acknowledgment of Paternity
CSE-1156	Affidavit of Receipt of Direct Payments
CSE-1185	Affidavit of Credible Person Identifying Affiant

All DCSS documents requiring signatures may be signed electronically and returned via email. Alternatively, documents may be printed, manually signed, scanned and returned via email to the designated Document Receipt email box ([DCSS-Documents@azdes.gov](mailto:DCSS-Documents@azdes.gov)).

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

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