



# **F.Y.I.**

**from the Policy Unit**

**FYI-302**

**Date: August 24, 2020**

**SUBJECT: Declaration of Documents Delivered Electronically**

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

The Policy Unit is pleased to share the [Declaration of Documents Delivered Electronically](#) form.

This form verifies that documents were received by the Division of Child Support Services electronically, through the Electronic Document Exchange (EDE) application in the Child Support Portal or another method of electronic transmission. The Declaration will inform the Attorney General's Office (AGO), and therefore the court, of the electronic transmission.

The Declaration should be attached to the documents in the following situations:

- Central Registry: When documents are sent electronically, the case manager completes the Declaration and attaches it to the documents when they are forwarded to the assigned region for processing.
- Registration of a foreign order: Attach the Declaration to the Letter of Transmittal requesting Registration
- Paternity/Establishment/Modification: Attach the form to the documents that are to be filed with the court.
- Any other time documents are received electronically and will be sent to the AGO for filing.

This form is fillable and is found in the PORT in the following location: Appendices>DCSS Document Matrix>DCSS Internal Forms and Checklists>Miscellaneous.

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

***\*Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail***

