



F.Y.I.

from the Policy Unit

FYI-318

Date: Friday, December 11, 2020

SUBJECT: Administrative Order 2020-59 AMENDED

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

This FYI is being issued to inform staff that Administrative Order 2020-59 is still in effect. This order allows the DCSS to accept some documents without notarization if they are accompanied by a photocopy of the filer's driver license or other government-issued identification card. The Administrative Order is in effect until the COVID-19 pandemic is over.

All versions of the **Agreement to Accept Service by Mail** are included in this temporary waiver (of notarization) allowed by the Administrative Order. DCSS documents that currently still require notarization, per statute, include the following:

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| • Affidavit of Receipt of Direct Payments | CSE-1156, FARI0001FO242 | Notarization required by A.R.S. § 25-510 |
| • Affidavit of Credible Person Identifying Affiant | CSE-1185 | Notarization required per AZSOS Notary Manual |
| • Acknowledgment of Paternity | CSE-127 | Notarization or Witness required by A.R.S. § 25-812 |
| • Affidavit of Paternity Rescission | CSE-258 | Notarization not required by statute, kept based on AG opinion 11/2020 |
| • Waiver of Support | FCSE0001F0522 | Notarization required by A.R.S. § 25-510 |

If the Administrative Order expires or notarization requirements change, staff will be notified.

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

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