



# F.Y.I.

from the Policy Unit

FYI-411

Date: July 31, 2023

**SUBJECT: Submitting Documents to the United Kingdom**

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)

This Policy FYI is to inform staff about important changes when submitting documents to the United Kingdom. The Maintenance Enforcement Business Centre (MEBC) is now processing and managing all new applications electronically. The MEBC is requesting that staff no longer send a complete application as one electronic document to the Reciprocal Enforcement of Maintenance Orders (REMO) unit for registration, enforcement, establishment, or modification. The MEBC has requested that an application be separated into individual documents or forms as a separate attachment within the email. This will help the MEBC provide faster service and avoid longer processing times.

For questions regarding the MEBC's request, please email the MEBC directly at [MEBC.BSE@justice.gov.uk](mailto:MEBC.BSE@justice.gov.uk).

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