
DCSE Policy & Procedures Unit
Policy Update
PPU 07-10-002
October 25, 2007

SUBJECT: IV-D Application Witnessed Signature

Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 274-7951.

*The IV-D PARTNERS should send POLICY inquiries directly to [*DCSE-POLICYQUESTIONS@azdes.gov](mailto:DCSE-POLICYQUESTIONS@azdes.gov)*

This PPU is to inform staff that all IV-D Applications must contain a witness' signature. A qualified witness must be at least 18 years old and not related to the applicant by blood or marriage. The Intake staff worker or caseworker taking the application may witness the signature of the applicant.

Any IV-D Application received in the mail without a witness' signature cannot be processed until the applicant has been contacted to come into the office to sign it in front of a witness. If an applicant cannot be contacted by phone, the application must be returned for the signature to be witnessed and sent back in to be processed.