

DCSS Policy & Procedure Unit
Policy Update
PPU: 20-01-001
Date: January 30, 2020
SUBJECT: Updated Registration of Foreign Order Checklist

Please contact the Policy Unit if you have any questions regarding these or any other changes at (602) 771-8127.
All DCSS staff and IV-D PARTNERS should send POLICY inquiries directly to DCSSPOLICYQUESTIONS@azdes.gov

The [Registration of Foreign Order Referral Checklist](#) has been revised to include the new UIFSA forms [Letter of Transmittal Requesting Registration](#) and [Personal Information Form For UIFSA §311](#), and contains new information:

- The checklist now provides a line to add the reason the debt was not calculated
- A separate section to mark for registration for enforcement or modification and the required form for each type of registration
- A new section to document where the returned registration documents are sent

The [Registration of a Foreign Support Order for Enforcement Procedures](#) and the [Registration of Foreign Support Order \(SOP\)](#) have been updated to reflect the changes on the checklist.

The revised checklist is found at the following location: The PORT>APPENDICES>DCSS Document Matrix>DCSS Internal Forms and Checklists>Intergovernmental>Registration of Foreign Order Checklist.

*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.