

Oregon Child Support  
Program

FOR OFFICE USE ONLY

Date application requested:

Date application mailed to  
requestor:

Application for Establishing Paternity Only

**DO NOT COMPLETE THIS APPLICATION IF YOU ARE APPLYING FOR CHILD SUPPORT, ENFORCEMENT OF AN ORDER AND ESTABLISHMENT OF PATERNITY, OR IF YOUR CHILD WAS BORN IN ANOTHER STATE**

If you wish to apply for child support services, including establishment of paternity, a child support order and enforcement of the child support order, please complete CSF 03 0574 (Application for Child Support Services)

To apply for establishment of paternity only services, complete, sign and date this application. The child support office will contact you if more information is needed to work your case.

***The attachment explains information about the Child Support Program (CSP) that you need to know.***

You can take the application to your local child support office or mail it to: CSP, 4600 25<sup>th</sup> Ave NE, Suite 180, Salem Oregon 97301.

**Applicant's Name** (Please print) \_\_\_\_\_

**Is there a pending legal action in Oregon or any other state for child support?** [ ] Yes [ ] No

If yes, Court Case # \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

**Are you and the other parent willing to sign a legal paper known as a Voluntary Acknowledgment of Paternity to have the father's name added to the birth record?** [ ] Yes [ ] No

**If a Voluntary Acknowledgment of Paternity cannot be completed do you want parentage tests to be done in order to establish paternity?** [ ] Yes [ ] No

**Information about Non-Custodial Parent**

**Information about Custodial Parent/Guardian**

Full name \_\_\_\_\_

Full name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_ Birth Date \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_ Birth Date \_\_\_\_\_

Employer (Non-Custodial Parent)  
\_\_\_\_\_  
\_\_\_\_\_

Employer (Custodial Parent)  
\_\_\_\_\_  
\_\_\_\_\_

If you do not speak or read English, what language do you speak? \_\_\_\_\_  
What language do you read? \_\_\_\_\_ Do you need an interpreter? [ ] Yes [ ] No

If the other party does not speak or read English, what language does he/she speak? \_\_\_\_\_  
What language does he/she read? \_\_\_\_\_ Does he/she need an interpreter? [ ] Yes [ ] No

*Read #2 on the attachment and if you want to use a "contact address," provide it below:*

\_\_\_\_\_

**Complete this information for any child(ren) born in Oregon whose paternity needs to be established**  
(use additional sheets if necessary)

If paternity has been established for a child, do not complete this section for that child.

<b>Full Name of child</b>	<b>Date of Birth</b>	<b>City/County in Oregon where child born</b>	<b>Social Security Number</b>
_____	____ / ____ / ____	_____	_____
_____	____ / ____ / ____	_____	_____
_____	____ / ____ / ____	_____	_____

**I certify that the above information is true and correct to the best of my knowledge and belief.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Information about the Oregon Child Support Program (CSP)

**NOTE: *You are applying to establish paternity only***

## 1. **Your rights and responsibilities**

You are applying for establishment of paternity only. If you decide during this action that you want a child support order and enforcement services you must notify the Oregon Child Support Program (CSP) office handling your case to request establishment and enforcement services.

Under the Oregon Child Support Program (CSP), each county District Attorney (DA) and Division of Child Support (DCS) office provides services that include establishing paternity

The CSP cannot act as a lawyer for any party in child support cases. You should talk to a lawyer if you have any legal questions about your case.

All parties have equal status in child support cases. Any party can ask questions, raise issues or request changes, with or without assistance from a lawyer.

When establishing paternity only, DCS or the DA's office will serve parties with copies of papers whenever necessary. The papers will be served by regular mail, certified mail or in person. These papers will let you know what is happening with your case. Accepting the papers does not mean you agree with what is in them and does not take away your legal right to dispute any actions or decisions.

## 2. **The law requires that information about you, including your address, be on judgments.**

If public access to this information could put you or your child at risk, you can ask that this information not be included on these documents by making a "claim of risk". If you do not want your residence or mailing address to be given to the other party or appear in court records, you can give another address at which you will receive legal papers. This is known as a "contact address" and must be in the same state as your home address. Any time DCS or the DA begins a legal action to enter a court order in your case, you will be given the opportunity to file a "claim of risk" and a "contact address".

You are responsible for keeping the CSP informed of your current address. If the CSP cannot contact you for 60 days, the office may close your case. Your case may also be closed if you do not provide necessary information, sign legal documents or cooperate when asked.

You are required to provide your social security number to the CSP at various times. This is mandatory under federal law [42 USC §405(c)(2)(C) and 42 USC §666(a)(13)]. Your social security number will be used by the CSP as one of the identifiers to find you and your records for purposes of establishing paternity and establishing, modifying and enforcing support obligations. You may be asked for your case number or your social security number when you call the CSP so that we are able to correctly identify your case. We may also ask for your social security number on forms you need to complete in order for the CSP to help you.

3. **Fees**

You may be required to pay a one-time fee of \$1 for processing your application. The cost of parentage tests, if any, will be paid by the Child Support Program. The child support program will pay the filing fee to add the father to the Oregon birth record, if applicable.

4. **Information for Alleged Fathers Requesting to Establish Paternity Only**

The state will not pursue this paternity action if:

- Adoption of the child is final, or
- Paternity has already been established for the child, or
- Paternity is presumed under ORS 109.070, the husband and wife are cohabiting and they do not consent to the challenge, or
- The Child Support Program Director determined that establishing paternity is not in the best interests of the child.

The mother may deny you are the father, or may say that someone else could be the father

You may be required to submit a parentage test to provide evidence of paternity

- Any information provided to the state can be used in any future action to establish a support order

5. **Grievance Process**

The CSP is committed to providing quality service in a professional manner. If you have a dispute with a child support office, please try to resolve it with the office staff or management. If you cannot resolve the matter, you may complete and file a grievance form. Grievance forms are available by calling one of the following numbers

From the Salem area: 503-378-5567      From other areas of the state: 1-800-850-0228