



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
DIVISION OF CHILD SUPPORT (DCS)

## Application to Convert Payment Services Only (PSO) Case to Full Collection Services Case

The Division of Child Support (DCS) opened a Payment Services Only (PSO) case for your child support order. DCS cannot open a Full Collection Services case unless one of the parties applies for Full Collection Services. A valid application for services must contain the signature of the party applying for services. DCS opened the case as PSO for one or more of the following reasons:

1. No one signed the application line on the last page of the **Order of Child Support**.
2. A party's attorney signed the application line on the last page of the **Order of Child Support** on behalf of that party.
3. Neither party submitted an application for services.

Note: You may also have a PSO case if you asked DCS to close your Full Collection Services case and your child support order requires payments through the Washington State Support Registry.

If you want DCS to provide Full Collection Services for your child support case, you must sign and mail this completed form to the DCS address listed below. Except for your signature, print all responses. Use blue or black ink.

### Application

I understand and agree to the terms stated in the **Nonassistance Support Enforcement Information**, DSHS 16-072, (for custodial parents) or the **Noncustodial Parent's Rights and Responsibilities**, DSHS 16-107, (for noncustodial parents) if enclosed. I want DCS to provide Full Collection Services for my child support case.

\_\_\_\_\_  
MY FULL NAME

\_\_\_\_\_  
CASE NUMBER

\_\_\_\_\_  
MY TELEPHONE NUMBER (INCLUDE AREA CODE)

\_\_\_\_\_  
OTHER PARENT'S FULL NAME

\_\_\_\_\_  
MY PO BOX NUMBER OR STREET ADDRESS

\_\_\_\_\_  
OTHER PARENT'S DATE OF BIRTH

\_\_\_\_\_  
MY CITY, STATE, ZIP CODE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Acknowledgment by the person scheduled to receive child support, regarding payments sent in error and / or overpayments:** Unless I check the "No" box below, my signature on this application gives DCS permission to keep up to 10 percent of my current child support payments and all of my past-due payments made on this case until payments sent in error are recovered in full.

No. Please contact me before you attempt to recover a payment sent in error from my future support payments.

DCS will provide the same level of Full Collection Services whether or not I check the "No" box. DCS may use other collection methods to recover a payment sent in error, which could include income withholding and other actions allowed under RCW 74.20A.270.

DIVISION OF CHILD SUPPORT  
PO BOX 9162  
OLYMPIA WA 98507-9162

No person because of race, color, national origin, creed, religion, sex, age, or disability, shall be discriminated against in employment, services, or any aspect of the program's activities. This form is available in alternative formats upon request.