Washington State Department of Social & Health Services

DCS Division of Child Support

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.

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

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