



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
ECONOMIC SERVICES ADMINISTRATION (ESA)
DIVISION OF CHILD SUPPORT (DCS)
Address Release Information Letter
(RCW 26.23.120 and WAC 388-14A-2107)

TO:

CASE NUMBER:

The Economic Services Administration (ESA), Division of Child Support (DCS) may give you certain address information about the other party to your child support order or your natural or adoptive children if you meet the following requirements.

1. You must give ESA / DCS a written statement telling us why you want the address information. ESA / DCS has a form you can use called the **Address Disclosure Request**.
2. You must provide ESA / DCS a statement that a court has not changed your order to restrict, deny, or change your visitation rights, legal custody status, or residential time rights.

ESA / DCS may release the address information only for the following reasons.

1. You may ask for the last-known address or employer address information about the other party to your support order. You may use this information **only** to establish, enforce, or modify your support order.
2. You may ask for the last-known address of your natural or adoptive children. You must have a court order that grants you visitation rights with, legal custody of, or residential time with the children. You may use this information **only** to enforce the terms of your court order.
3. You may ask for the last-known address of the other party to your support order. You may use this information **only** to establish a parenting plan for the child(ren) named in the support order.

You or your attorney must return an **Address Disclosure Request** to DCS at the address listed on page 2.

1. You may appear at a DCS office and show us suitable identification. If your attorney sends us the request, you do not have to appear.
2. If you submit the request by mail, you must have the form notarized. If your attorney sends DCS the form, your attorney does not have to get the form notarized.

Requests for release of a custodial parent's or child's address:

Before ESA / DCS can give the noncustodial parent the address information for a custodial parent or children, we must tell the custodial parent about the request. The custodial parent has 30 days to:

1. Obtain a court order that stops ESA / DCS from releasing the address.
2. Provide or obtain a court order that limits the noncustodial parent's right to visit or contact the custodial parent or children.
3. Obtain a court order that states the health, safety, or liberty of the custodial parent or children would be unreasonably put at risk if ESA / DCS released the address (WAC 388-14A-2114(1)(C)).
4. Request a hearing to tell an Administrative Law Judge from the Office of Administrative Hearings (a separate state agency) that ESA / DCS should not release the address.

If the custodial parent does not ask for a hearing, ESA / DCS will respond your request within 45 days. DCS will tell you if the custodial parent asks for a hearing. You may take part in the hearing.

If ESA / DCS has reason to believe that release of the address may result in physical or emotional harm to the custodial parent or the children, ESA / DCS will not release the address. Even if ESA / DCS decide not to release the address, ESA / DCS will tell the custodial parent about the request.

Requests for release of a noncustodial parent's address:

Washington law permits ESA / DCS to release the noncustodial parent's address to the custodial parent without prior notice unless the noncustodial parent has requested prior notice. If the noncustodial parent has requested prior notice, the release procedures are the same as those described for release of the custodial parents address. However, if ESA / DCS has reason to believe the release of the noncustodial parent's address may result in physical or emotional harm to the noncustodial parent or the children, ESA / DCS will not release the address.

DATE

AUTHORIZED REPRESENTATIVE
ECONOMIC SERVICES ADMINISTRATION
PUBLIC DISCLOSURE UNIT

If you have questions, contact:
DIVISION OF CHILD SUPPORT
PO BOX 11520
TACOMA WA 98411-5520

Within Olympia calling area (360) 664-5000
Outside Olympia calling area (800) 457-6202

TTY/TDD services available for the speech or hearing impaired.
Visit our web site at: www.dshs.wa.gov/esa/division-child-support

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.