

How to Apply for Child Support Enforcement Services

There are four steps to begin the processing of a child support case:

1. **Print the [Application for Child Support Services \(DSS-4451\)](#) and the [Child Support Supplemental Data Sheet \(DSS-4688\)](#):**
 - These forms can be completed online, or they can be printed and completed by hand.
 - They cannot be saved on your computer, since they are in Adobe format, nor can they be submitted electronically.

2. **Complete the Application and Supplemental Data Sheet:**
 - Read all the information, fill in all of the blanks, and sign and date at the bottom.
 - An unsigned application cannot be processed.
 - The Supplemental Data Sheet is an important part of the application and contains detailed information needed to process your case. Any information that is unknown to you can be indicated by marking “**unkn**” in the appropriate spaces. You must also sign and date it.
 - Both forms must be completed and signed before your case can be processed.

3. **Determine in which county you wish to apply for services:**
 - [CSE Office Addresses/Phone Numbers for N.C.](#)
 - North Carolina does not have a residency requirement, so the application does not have to be submitted to the county where you reside.
*** **Mailing to any location other than a county child support office will delay the processing of your case.**

4. **Mail or take the completed application and the application fee to the desired county’s child support office:**
 - The application fee is **\$25**.
 - Send a check or money order made out to the specific county that you want to handle your case. (Ex: “**Wake County Child Support Office**”). If you are unable to pay this fee, you can call the child support office of your choice to inquire about reduced fees. If you are receiving government assistance, please inform the office.

*** You should include any copies of paternity, child support and/or divorce orders, or separation agreements with your application.