

JOHNSTON COUNTY
CHILD SUPPORT ENFORCEMENT
120 S THIRD STREET
PO BOX 2275
SMITHFIELD, NC 27577

DATE: _____

CLIENT MPI # _____

We are writing in response to your questions regarding child support services. Enclosed you will find the following:

- (1) An information sheet explaining child support services
- (2) An application for child support services
- (3) Supplemental case information sheet

If you decide to apply for child support services, please fill in the application for services and the supplemental case information sheet as completely as possible. Additionally, you must sign the application for services where indicated. Mail or return these forms to our office along with copies of any court orders applicable to your case. You may want to include a brief summary of your circumstances. You must also enclose a non refundable \$25.00 application fee, unless your gross income is below 100 % of the federal poverty guidelines. Please contact 919-989-5080 if you need assistance to determine if you qualify for a reduced application fee. The application fee must be in the form of a money order. No checks are accepted.

Once the application fee, the signed application, and the supplemental case information sheet are received, your child support case will be opened and appropriate services will begin. Should this agency need more information, you will be contacted. If you provide a cell phone number on the application you are giving the Child Support agency permission to call that number during business hours. You will be responsible for any charges from your cell phone provider. If we need to see you, an interview will be scheduled.

Sincerely,

[Child Support Enforcement Representative](#)

DSS-4452 (rev. 07/10)
CSE/ACTS