

## CONFIRMATION OF CUSTODY CHANGE LETTER AND FORM

State law found in Utah Code 81-6-104(4) and 81-6-205(8) requires obligations ordered for child support and medical expenses to be for the use and benefit of the child and follow the child, wherever the child may be living.

**For an individual where the other parent has physical custody and legal custody has been determined:**

If you confirm that physical custody of your child(ren) has changed with your voluntary consent, ORS/CSS will stop collecting or attempting to collect current support for the child(ren) in the case. However, if you are owed support arrears, the arrears may continue to be collected.

**For an individual where the other parent has physical custody and legal custody has not been determined:** If you confirm that physical custody of your child(ren) has changed, ORS/CSS will stop collecting or attempting to collect current support for the child(ren) in the case. However, if you are owed support arrears, the arrears may continue to be collected.

**For an individual where specified relative has physical custody:** If you confirm that your child(ren) lives with a specified relative (e.g., an aunt, uncle, grandparent, etc.), ORS/CSS will provide services to this individual. This includes collecting current child support for the child(ren) in the case, and forwarding it to this individual. However, if you are owed support arrears on a separate case for the same children, the arrears may continue to be collected.

When there is a change in physical custody of a child(ren), the parent (or parents) without physical custody of the child(ren) may be required to pay his or her share of the support amount listed on the child support worksheet that accompanies the order.

**Please read and complete the attached form, have the form notarized and mail, deliver, or email it to ORS within ten days of the date of this letter. It is important that you respond to this request. Failure to do so may result in the closure of your case. If you have any questions, please contact me at the phone number listed below.**

Send all documentation and correspondence to the following address:  
Office of Recovery Services  
PO Box 45033  
Salt Lake City, UT 84145-0011

Or you may email documentation and correspondence to [orswebcss@utah.gov](mailto:orswebcss@utah.gov).

RE: ORS Case No.: \_\_\_\_\_

Please read and complete each question for the case listed above. Based on your answers, the following actions may occur:

- 1) If you are receiving current child support payments for child(ren) who are not living with you, you may stop receiving payment; however if you are owed arrears, the arrears may continue to be collected; and,
  - 2) If your child(ren) is not living with you, you may be required to pay your portion of the monthly child support obligation in accordance with Utah Code 81-6-104 and 81-6-205(8).
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1. I confirm that the physical custody of my child(ren) listed below has changed . (Check "Yes" or "No".)

- |    |       |                              |                             |
|----|-------|------------------------------|-----------------------------|
| a. | _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b. | _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c. | _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| d. | _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| e. | _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| f. | _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| g. | _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

2. I confirm that my child(ren) listed below is now living with the person identified below as of the following date:

- |    | Living with: | Date: |
|----|--------------|-------|
| a. | _____        | _____ |
| b. | _____        | _____ |
| c. | _____        | _____ |
| d. | _____        | _____ |
| e. | _____        | _____ |
| f. | _____        | _____ |
| g. | _____        | _____ |

3. I believe my child(ren) will be living with the person named above for approximately (list days, weeks, months, years):

- Projected time period:
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_

4. I understand that when I do not have physical custody of my child(ren), I have a support obligation that may be charged to me. I further understand that when physical custody of my child(ren) changes, ORS/CSS may no longer charge and collect current support owed to me.

This form was completed by \_\_\_\_\_ ,  
(please print name),

on \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ .  
(month) (day) (year)

\_\_\_\_\_  
(Signature)

State of Utah

§

County of \_\_\_\_\_

Subscribed and sworn to before me \_\_\_\_\_ , on this \_\_\_\_\_  
Notary Name

day of \_\_\_\_\_ , in the year \_\_\_\_\_ , by \_\_\_\_\_ .  
Document Signer

Notary Seal:

\_\_\_\_\_  
Notary Signature