



**Title IV-D Child Support Services Program  
Tribal Justice Center  
56 Agency Road  
P. O. Box 306  
Fort Hall, ID 83203  
Phone (208) 236-1068 \* Fax (208) 236-1153**



## **APPLICATION INSTRUCTIONS**

Attached is the application necessary to initiate child support services with the Shoshone-Bannock Title IV-D Child Support Services Program (TCSSP). **Please note that a child support case opened with our program is SEPARATE FROM A COURT CASE filed with Tribal Court.**

### **WHAT YOU NEED TO DO:**

1. Complete and sign the application.
2. Sign all forms.
3. If you receive child support payments, you need to sign the Affidavit of Child Support Payments form before a Notary Public. A notary is available at no charge in the TCSSP office.
4. Call our office if you need assistance with the application.
5. Mail or deliver the documents to the address that appears at the top of this form.

### **WHAT HAPPENS NEXT:**

1. We will contact you by phone or mail to set up an intake interview.
2. We will inform you of documentation that you need to mail or bring with you to the interview.

**We may ask you to bring or mail the following documents, depending on the type of services you request:**

1. A copy of your child's certified state birth certificate with the official state seal visible. If you don't have an original certified certificate to copy, you can obtain the birth certificate from the State Vital Statistics Office.
2. Tribal enrollment card(s) for you and your child.
3. Certificate of Degree of Indian Blood (CDIB) for you and your child (if not enrolled).
4. Your Social Security card.
5. Pay stubs for the last 6 weeks for income verification.
6. Your federal income tax filing for the past two (2) years.
7. All pending or concluded court orders pertaining to the child such as paternity, divorce decree, child custody, legal guardianship, domestic violence protection, and child support orders.
8. Copy of recent utility bill to verify residency (unless you submit a blue tribal ID).
9. Signed affidavit acknowledging paternity for the child.
10. Child support payment records.
11. Information and/or child support orders associated with the mother or father for children outside of this application.

You have the option to hire Legal Counsel of your choice at your own expense, provided your Legal Counsel is admitted to practice in the Shoshone-Bannock Tribal Court.