



## REQUEST FOR A CERTIFIED COPY OF THE ADMINISTRATIVE SUPPORT ORDER

Only the parties to a final Administrative Support Order (obligee/custodial parent or obligor/non-custodial parent) may request a certified copy of the Administrative Support Order. This request also includes the documents showing the establishment of paternity, if appropriate as well as a certified copy of the Department's payment record. **A separate request form must be completed for each Administrative Support Order.** Attorneys making such a request on behalf of an obligee/obligor must do so on attorney letterhead. The parent's signature authorizing release of information to the attorney must be affixed to the attorney's letter or attach this completed form to the attorney's letter. **The parent's signature must be an original and must be notarized.** Please print all information below, except for the signature.

**NOTE:** The appropriate Circuit Clerk must be contacted for copies of judicial orders.

Administrative Order Number \_\_\_\_\_

Requestor's (Parent's) Name \_\_\_\_\_

Requestor's (Parent's) Social Security Number \_\_\_\_\_

Requestor's Daytime Phone Number \_\_\_\_\_

Requestor's E-mail Address \_\_\_\_\_

Requestor's Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_, My commission expires \_\_\_\_\_.

Notary Public

Mail the completed, notarized form to:

Healthcare and Family Services  
Child Support Services  
Central Records Unit  
PO BOX 19152  
Springfield, IL 62794-9152

No copies or facsimiles will be accepted.