

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 138006, Sacramento, CA 95813-8006



September 13, 2000

CSS LETTER NO: 00-05

TO: ALL IV-D DIRECTORS
 ALL DISTRICT ATTORNEYS
 ALL COUNTY ADMINISTRATIVE OFFICERS
 ALL BOARDS OF SUPERVISORS
 ALL INTERCEPT COORDINATORS

Reason for this Transmittal

- State Law or Regulation Change
 Federal Law or Regulation Change
 Court Order or Settlement Change
 Clarification requested by One or More Counties
 Initiated by DCSS

SUBJECT: FEDERAL DEPARTMENT OF STATE PASSPORT DENIAL PROCEDURES

REFERENCE: FSD LETTER NO. 99-13, FSDINs LETTER NO. I-52-99, 1-02-00, 1-10-00, 1-15-00

The federal Office of Child Support Enforcement (OCSE) has requested that the California Department of Child Support Services (DCSS) share with the local child support offices the following guidance regarding the Passport Denial Program.

1. A non-custodial parent (NCP) should **never** be instructed to present a Notice of Passport Withdrawal letter to a passport agency because very often NCPs think the letter grants them clearance to receive their passports. In addition, the notice should not be mailed to the federal Department of State (DOS). Any notices received by DOS are forwarded to OCSE to send to DCSS who will return the notice to the county.
2. To remove NCPs from the Passport Denial Program, counties must update the Integrated Data Base (IDB) with the exclusion code indicator 'PAS'. The only exceptions are for life or death situations involving an immediate family member or the erroneous submittal of an individual. In life or death situations, verification of the death or medical emergency is mandatory. DOS requires a letter from a doctor or Red Cross notification. Immediate family is defined as:
 - Parent or guardian of obligor
 - Child (natural or adopted)
 - Grandparent
 - Sibling
 - Aunt

CSS LETTER NO. 00-05

- Uncle
- Step-child
- Step-parent
- Step-sibling
- Spouse; sometimes the spouse may need to travel if he or she is supporting the obligor.

An erroneous submittal is for an individual who has never owed child support; not someone who owed child support at the time of submittal/denial and has since made payment.

3. DOS will no longer refund fees if an applicant is denied their passport. DOS has instructed the Passport Agencies to hold passports for 60 days before they destroy them to allow NCPs time to settle accounts and reapply. Hopefully, this procedure will protect the NCP from having to pay the application fee twice.

If you have any questions regarding the Passport Denial Program, please feel free to contact Kathi Nakashima at (916) 263-2180.

Sincerely,

CHERYL HOTALING
Deputy Director