



**Massachusetts Department of Revenue
Child Support Services Division**

Permission to share information about your case

Dear **Customer Name**,

You asked the Department of Revenue (DOR) to share information about your child support cases with someone else. Before we do that, we need to get your permission in writing. If you want someone else (like a family member) to get information and/or documents about your child support case, you must fill out the form on the next page. When you sign the form that means we can talk to that person about all the child support cases you have with us. The form lets us give that person the same information that we would give you. Once we get your form, we will take about 10 days to process it. We will send you a letter saying that we got the form.

How will the person be able to get information about my case?

We will speak with the person over the phone or send email. We will not give that person access to your cases on the interactive case manager on our website. When the other person calls or emails us, we will ask for:

- The other person's name, address and phone number
- Your full name, address, phone number, PIN or Social Security number, and date of birth

How long does the permission last?

2 years. If you change your mind before then, you can write to us any time and we will stop giving the other person information about your case.

What if I want to give information to my lawyer?

You don't need to send this form. Your lawyer can send us a letter on office letterhead with your name, address, and Social Security number, telling us that he or she represents you in your child support case. We can then talk to or send documents to your lawyer about your case.

Please send the form to:

Massachusetts Department of Revenue
Child Support Services Division
P.O. Box 7057
Boston, MA 02204

Sincerely,

Massachusetts Department of Revenue
Child Support Services Division

Visit our website at:

mass.gov/css





**Massachusetts Department of Revenue
Child Support Services Division**

05/20/2016

Permission to share information about your child support case

This permission will last for 2 years from the date you sign it. If you want us to share information about your case with more than one person, fill out a separate form for each person. Please print.

I give the Child Support Services Division of the Department of Revenue (DOR) permission to give information about my child support case or cases to:

Name: _____
First, middle, last

Address: _____
Street, City, State, Zip

Home phone number: _____

Other phone numbers: _____

Email address: _____

What is this person's relationship to you?

- ☐ Spouse
☐ Friend
☐ Other:

I understand that by signing this form, I am allowing DOR to share with the person listed above all the information about my child support cases that DOR would be able to share with me. This permission covers all my child support cases.

Your name: _____ Phone number: _____

PIN: _____ Email address: _____

Signature: _____ Date: _____

