



Child Support Enforcement
Division of Programs
627 North 4th Street
Baton Rouge, LA 70802

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John Bel Edwards, Governor
Marketa Garner Walters, Secretary

Emergency Notice of Withdrawal of Passport Denial

Office of Child Support Enforcement
Special Collections Unit, 2nd Floor
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
FAX: (202) 401-5553

Date _____

RE: _____
SSN: _____
DOB: _____
POB: _____
Telephone No.: _____

Regional Passport Agency: The specific passport agency is located in the upper right hand corner of the Department of State (DoS) passport application denial letter. A list of regional passport agencies can be found at: http://travel.state.gov/passport/npic/agencies/agencies_913.html

The state requests that the above named individual be released from the Passport Denial Program for the following reason:

- ☐ Life or Death Situation: The documentation verifying the legitimacy of this situation is attached.
- ☐ Mistaken Identity: The above named individual has never had a child support case submitted to the Office of Child Support Enforcement (OCSE). The Department of State passport application denial letter must be attached along with his/her SSN, date of birth, place of birth and a contact phone number.
- ☐ Other: (Provide explanation and corresponding documentation.)

The obligor made the following arrangement(s):

- ☐ Lump Sum Payment \$ _____
- ☐ Withholding Order Established \$ _____ per _____ (month/week)
- ☐ Withholding Order Increased \$ _____ per _____ (month/week)
- ☐ Payment Plan \$ _____ per _____ (month/week)
- ☐ Other, please explain: _____

The applicant is aware that this action should not be construed as a satisfaction of the child support debt nor withdrawal of other applicable enforcement actions. The applicant is also aware that this form will not be accepted (either in person or by mail) by the passport agency as proof that he/she has been withdrawn from the Passport Denial Program. In addition, after OCSE has lifted the hold on the applicant's passport, the applicant is aware that the passport agency will not automatically release the passport until the applicant has notified them, either in person, by a representative, or by phone, that his/her case has been cleared.

I certify the information provided above and request that this applicant's eligibility for issuance of a passport be restored.

IV-D Director, or Designee

Telephone Number

E-Mail Address

