



Division/Section	Family Support
Chapter No./Name	4 – Economic Stability (ES)
Part No./Name	Y – Forms and Forms Instructions
Section No./Name	Y-4000 KCSP Forms and Forms Instructions (Forms 1-9)
Document No./Name	KCSP 004K Provisional Custody by Mandate
Effective Date	March 1, 2023

CURRENT VERSION OF FORM: * 03/23 REPLACING: 11/15 Issue Obsolete **

STOCKED: Copy as Needed/On-Line Policy Management System

UNIT OF ISSUE: N/A (8-1/2" X 11", 2 pages, front only)

➤ PURPOSE

Provide form to the client when the client needs assistance in initiating provisional custody by mandate.

➤ PREPARATION

All requirements outlined in Chapter 4, Policy [M-210](#), Section M-211-1, must be met in the execution of this document.

The *** name * of the person with Parental Authority ** (custodial parent or grandparent or tutor and cotutor awarded custody), marital status, and mailing address are required. (*** * The person who signs the affidavit is the one who has parental authority. Their signature signifies they are stating that the information in the affidavit is true and correct).

The name of the city where this document is executed is required.

The name and signature of two witnesses is required.

The name and signature of the custodial parent(s) or grandparent(s) or tutor and cotutor, who has parental authority or who has court ordered custody at the time the document is executed, is required.

The name and the signature of the Qualified Relative caretaker ** (caretaker relative, person to whom provisional custody is granted) is required. ***

A legal notary is to witness the completion of this document by the custodial parent(s) or grandparent(s) or tutor and cotutor awarded custody and the caretaker relative. *** The following information is completed by the Notary:

- Name
- Title
- Notary Identification Number
- Notary Signature
- Notary Seal (optional). The Notary's signature and number make the document official for Louisiana.



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Note: When at least one person required to execute the form, is unable to be present, the same form may be used by the required person by completing the additional city, state, and witnesses section in the presence of a Notary and two witnesses.

➤ DISPOSITION

Scan a copy of the notarized [KCSP 4K](#) in OnBase.