Massachusetts Department of Revenue
Child Support Enforcement Division

Michael J. Heffernan, Commissioner
Michele A. Cristello, Deputy Commissioner

RE: Authorization for Release of Information

Dear Customer,

You recently requested that the Child Support Enforcement Division of the Massachusetts Department of Revenue (DOR) speak with and release information about your child support case or cases to a third party. DOR does not release parents' and children's information to unauthorized third parties. If you want to allow a family member or other person to get information about your child support cases, you must sign the enclosed Authorization for Release of Information form. When you sign the form, you are authorizing DOR to speak to another person about any child support cases you have with DOR. It means that DOR is authorized to provide that person with the same information that would be provided to you.

Please allow 10 days for us to process your request after we receive your authorization form. We will send you a letter confirming our receipt of the form. While we will speak with the person you authorize over the phone, we will not give that person access to your case on the interactive case manager on our website. **An authorization is valid for two years unless you contact us to revoke it.**

Please tell the person you authorized to be ready to provide us the following information when he or she calls us: his or her name, address and telephone number and your full name, address, phone number, PIN or Social Security number, and date of birth.

You do not need to submit this form if you want us to speak to your attorney. Your attorney can send us a letter (on his or her office letterhead) that includes your name, address, and Social Security number, advising us that he or she represents you. We can then speak with your attorney. We will also provide your attorney with access to information about your case or cases on the interactive case manager. Thank you.

Please return the completed form to:

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

Sincerely,

Massachusetts Department of Revenue
Child Support Enforcement Division

Visit our website at:
www.mass.gov/cse

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AUTHORIZATION FOR RELEASE OF INFORMATION

If you want to authorize release of information to more than one person, you must complete a separate form for each person.

I authorize the Child Support Enforcement Division of the Department of Revenue (DOR) to release and disclose information about my child support case or cases to (please print):

Name:

First, Middle, Last

Address:

Home telephone number:

Other phone numbers: ◯ Cell: ◯ Work:

Relationship of this person to you:

◯ Spouse

◯ Friend

◯ Other: (specify relationship)

I understand that by signing this form I am authorizing DOR to share with the person indicated above, any and all information about any and all of my child support cases that DOR would be able to share with me.

Your name:

PIN: Telephone #:

Signature:_____ Date:

** ***This Authorization for Release of Information will be valid for two years from the date you sign this form.***