

## Child Support Case Closure Request

I am requesting that the following child support case be closed:

Noncustodial Parent: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Reason for Closure: \_\_\_\_\_  
\_\_\_\_\_

By making this written request, I understand:

- Once my case is closed, the Division of Child Support Enforcement will no longer provide any enforcement actions and will no longer make any attempts to collect any unpaid child support.
- If, at some time in the future, I request child support services through the Division of Child Support Enforcement, I may be required to pay an application fee.
- This case closure request will NOT be granted if I have an open Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) case.
- If I am currently receiving payments, the case will NOT be closed and I will continue to receive payments, but the Division of Child Support Enforcement will no longer take enforcement actions against the noncustodial parent.
- My case will NOT be closed until all outstanding fees are paid.

Custodial Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To submit this form online:

- Step 1. Complete the form.
- Step 2. Take a picture of the form with your photo I.D.
- Step 3. Go to MDHS.MS.GOV.
- Step 4. Select Document Upload- CHILD SUPPORT.
- Step 5. Enter the case number and last 4 digits of your SSN.
- Step 6. Upload a picture of the form.
- Step 7. Hit Submit.