



CHEROKEE NATION OFFICE OF CHILD SUPPORT SERVICES
HUMAN SERVICES DIVISION

CLIENT INFORMATION FORM

Purpose of Form

This form is used to update your general information. Changes to your name, date of birth, or Social Security number require official documentation. Approved documents include:

- Valid passport
- Social Security card
- Valid driver's license or state ID card
- Marriage certificate
- Valid permanent resident card
- Birth certificate
- Divorce decree
- Court-approved petition for name change
- Valid alien registration card

Note: Updating your address on this form will only affect regular correspondence with CN OCSS. To update your Address of Record (the address that appears on legal documentation/where your legal documentation is delivered) please contact your case worker for the Address of Record form.

If you are returning this form by mail you must include a copy of a government issued photo ID along with any applicable documents. Form(s) should be returned to your local office or mailed to:

Cherokee Nation Office of Child Support Services (CN OCSS)
PO Box 557
Tahlequah, OK 74465

Questions? Feel free to contact our office Monday through Friday, 8 a.m. to 5 p.m. at (918) 453-5444.

I am the: Custodial Party (Person receiving support) Non-Custodial Party (Person ordered to pay support)

CLIENT NAME

Full Name - As it currently appears on case:

First Middle Last Suffix

Full Name - As it should appear on case (if applicable):

First Middle Last Suffix

CONTACT INFORMATION – Only enter information you need to update.

Physical Address: _____

Alt. Address: _____

Phone: _____ Home Cell Work Message Alt. Phone _____ Home Cell Work Message

Alt. Phone: _____ Home Cell Work Message Email: _____

PERSONAL INFORMATION – Only enter the information you need to change.

Date of Birth: _____ SSN: _____

Client Signature

Date

OFFICE USE ONLY Date MTS Updated: _____ Date Alias Entered: _____