

	INDIANA DEPARTMENT OF CHILD SERVICES TITLE IV-D POLICY MANUAL	
	Chapter 12: Enforcement	Effective Date: 07/28/2021
	Section 5.3: Passport Denial and Reinstatement	Version: 1.1 Revision Date: 07/28/2021

BACKGROUND

Federal law mandates that the U.S. Department of State refuse to issue a passport to an individual, or revoke, restrict, or limit a passport issued previously to such individual upon receipt of a certification that the individual owes arrears exceeding \$2,500.00.¹ The Child Support Bureau (CSB) submits to the Office of Child Support Services (OCSS) a weekly file which includes record of obligors whose arrears exceed a total of \$2,500.00 on all of his or her cases. If the beginning or ending of the month is on a weekend, the file is not sent that week.

OCSS automatically forwards this list to the U.S. Department of State for passport denial, revocation, or limitations, unless a STOP has been put on the enforcement screen of the statewide child support system for passport denial. The U.S. Department of State will not accept the record if an obligor’s date of birth or place of birth listed with the Social Security Administration is invalid or the current or previously submitted name and Social Security Number do not verify or match at the Social Security Administration. If a record is rejected, OCSS sends a warning code to the State notifying that the record was rejected. The record is maintained and updated at OCSS and remains eligible for other enforcement measures. The State can update the record without having to recertify it. An obligor is automatically removed from passport denial when the total arrears balance for his or her cases is \$0.00. An obligor’s passport denial is not automatically removed when the total arrears balances goes below \$2,500.00.

If a U.S. citizen finds that his or her passport has been denied or revoked while that citizen is outside the country, the citizen may contact the U.S. Embassy or Consulate for a limited validity passport. A limited validity passport may be issued for direct and immediate return only to the U.S. The length of time of validity is determined by the U.S. Embassy or Consulate officer. U.S. citizens are entitled to return even if they cannot make payment arrangements on the child support debt.

POLICY

An obligor with a total child support arrears balance of \$2,500.00 or more for all of his or her cases will be submitted for passport denial.

REFERENCES

- [42 U.S.C. § 652](#): Duties of Secretary
- [OCSS DCL-00-79](#): Department of State Passport Denial Procedures

¹ 42 U.S.C. § 652(k)

PROCEDURE

The Title IV-D Prosecutor's Office has two (2) options on how to reinstate a passport. First, the Title IV-D Prosecutor's Office may enter a STOP on the enforcement screen for passport denial. The passport enforcement stop will be transmitted to OCSS in the weekly file. If the Title IV-D Prosecutor's Office wants reinstatement faster than weekly file submission, the Title IV-D Prosecutor's Office enters the STOP and send a request to the Central Enforcement Unit (CEU) using the [CEU Passport Reinstatement Form](#). CEU notifies OCSS and OCSS forwards the request to the U.S. Department of State within 24 hours. If the obligor has cases in multiple Indiana counties or in multiple States, the obligor must go through the reinstatement process with each of these jurisdictions.

1. Erroneous Submission

If a person has been submitted erroneously for passport denial (i.e., wrong person submitted or the arrears balance for submission do not qualify), the Title IV-D Prosecutor is to immediately request CEU reinstate the passport following the procedure above. If the obligor has received a Passport Application Denial Letter from the U.S. Department of State, the obligor must provide the county with a copy of that letter. The Title IV-D Prosecutor's Office must send the letter to CEU with the CEU Passport Reinstatement Form.

2. Passport Needed for Military Duty

The obligor must provide proof of deployment or other military need for passport. The obligor must have an actual duty related reason to need a passport. Proof of active duty alone is not sufficient. No payment arrangements are necessary. An income withholding order (IWO) should be sent to the Defense Finance Accounting Service (DFAS).

3. Passport Needed for Family Emergency (Life or Death Situations)

OCSS defines a life or death situation as the imminent death, funeral, serious illness or injury, or medical emergency of an immediate family member. An immediate family member is defined as a parent, guardian, grandparent, sibling, aunt, uncle, step-child, step-parent, step-sibling, or spouse.² Immediate family may also include these same relations to obligor's spouse if obligor is needed to travel with his or her spouse.

The obligor must provide verification of the need to travel for a life or death family emergency to the Title IV-D Prosecutor's Office for expedited passport reinstatement. OCSS states examples of acceptable verification are a letter from the doctor, death certificate, or documentation from the funeral home.³ The Title IV-D Prosecutor's Office will verify the submitted documentation from the obligor, and provide at least one of the verified documents to CEU for the passport to be reinstated.

4. Compliance with Court Order

² OCSS-DCL-00-79

³ *Id.*

If the obligor is complying with the current order to pay on current support and arrears, no additional payment plan is necessary. The passport may be released by contacting CEU and providing the necessary documentation.

If the obligor is not complying with the current order to pay, the obligor will be required to sign an Agreed Entry to appear in Court on a specified day for the purpose of establishing the arrears and obtaining an order to pay on the arrears. After the Agreed Entry has been signed by the obligor, the Title IV-D Prosecutor's Office may then contact CEU and provide the necessary documentation for passport reinstatement.

5. Passport Needed for Work

The obligor must provide proof of employment and the need to travel. If the arrears are \$5,000.00 or less, it is strongly encouraged that the Title IV-D Prosecutor's Office require that the full amount of the arrears to be paid. If the arrears are greater than \$5,000.00, then the recommended payment may be \$5,000.00 plus 10% of the remaining arrears. For example, if the arrears are \$7,000.00, the payment would be \$5,200.00 (\$5,000.00 plus 10% of \$2,000.00). In addition to the lump sum payment, the obligor may establish a payment plan with the Title IV-D Prosecutor's Office to pay the arrears, which includes an IWO. The following chart may be used as a guideline on the amount to be paid toward the remaining arrears.

Arrearage	Payment Toward Remaining Arrears Each Week
\$2,499.99 and below	\$25.00
\$2,500.00 - \$5,000.00	\$50.00
\$5,000.01 - \$10,000.00	\$60.00
\$10,000.01 - and above	\$70.00

6. Passport Needed for Leisure or Vacation Travel

If the obligor is requesting the passport be reinstated for leisure or vacation travel, it is strongly encouraged that the Title IV-D Prosecutor's Office require the obligor to pay the arrears in full, at which time the passport will be automatically reinstated when the weekly file is submitted to OCSS showing no arrears.

FORMS AND TOOLS

1. [CEU Passport Reinstatement Form](#)
2. [Passport Payment Plan Template](#)

FREQUENTLY ASKED QUESTIONS

1. Q. How can I check the status of a passport reinstatement?

A. This information can be accessed through the State Services Portal on the CSR.

After logging in, click on Federal Collections and Enforcement on the left side of the screen. On the next screen, click on Case Query which is also on the left side. You can see the status of the reinstatement in two places. First is under the heading Case Information. If PAS is entered next to Exclusions, then the person has been

excluded from passport denial, i.e. a STOP was placed on the enforcement screen. The other place to look on this screen is under the heading DoS Information. Withdrawal Date is the date that OCSS deleted the person from OCSS's passport denial file that is sent to the U.S. Department of State. For more information on navigating these screens in the State Services Portal, see the [FPLS State Portal: Using Federal Collection and Enforcement](#) Desktop Guide.

2. Q. If the obligor has been denied a passport erroneously, does the obligor need to provide any documents to the Title IV-D Prosecutor's Office to have his or her passport reinstated?
 - A. If the obligor has received a Passport Application Denial Letter from the U.S. Department of State, the obligor must provide a copy of the letter. The Title IV-D Prosecutor's Office must send a copy of that letter to CEU when requesting the passport be reinstated.

3. Q. What additional steps are needed if the passport is needed for family emergency?
 - A. The obligor must provide to the Title IV-D Prosecutor's Office verification of the need to travel, such as a letter from the doctor, death certificate, or documentation from the funeral home. The Title IV-D Prosecutor's Office maintains the discretion as to the veracity of submitted documentation. The Title IV-D Prosecutor's Office must also submit this verification to CEU for the passport to be reinstated. OCSS requires verification of a life or death certification be submitted in order to expedite passport reinstatement.

RELATED INFORMATION

1. [Federal Collection and Passport Denial: 5 Passport Denial Process](#)

REVISION HISTORY

Version	Date	Description of Revision
Version 1	12/08/2012	Final approved version
	12/10/2019	Changed section number
Version 1.1	07/28/2021	Updated hyperlinks; Reviewed for accuracy
	08/22/2023	Changed Office of Child Support Enforcement (OCSE) to Office of Child Support Services (OCSS)