



Child Support Service
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CSS Form W.1

**CHILD SUPPORT SERVICE
EMAIL REQUEST FORM**

The purpose of this form is for you to request that Child Support Service staff, such as the Support Determination Officer, communicate with you by email while you receive services from the Child Support Service.

Please note that there are risks of unauthorized access, use or disclosure of your personal information when you communicate with the Child Support Service by email. In some circumstances, others could view email communications and documents such as an income tax return exchanged between you and the Child Support Service. For example, if you download email messages between you and the Child Support Service to your computer, cell phone or a flash drive, the messages could be accessed by others. If you share a computer, email, or your user ID or login information, others could view the messages or a document between you and the Child Support Service.

You can withdraw your request for the Child Support Service to communicate with you by email at any time. However, your withdrawal will not apply to emails already sent to you by the Child Support Service. To withdraw your request, please advise the Child Support Service staff that you no longer wish to receive emails from the Child Support Service.

If you wish to communicate with us by email, please indicate your acceptance of these risks by providing your designated email, entering your name, signing and then dating the following:

My designated email address is _____

*I, (please print your name) _____ have read the above information about the risks that may exist when using email communications and understand it. I accept the risks of emailing and I request the Child Support Service to communicate with me by email. I understand that this request remains in effect until I no longer receive services from the Child Support Service or I withdraw my request.

Signature: _____ Date: _____

*If at any time the program determines that email is not a suitable means of communicating with you, this option may be discontinued and the Child Support Service staff will work with you to find an alternative means of communication.