

STATE OF FLORIDA  
DEPARTMENT OF REVENUE  
CHILD SUPPORT ENFORCEMENT PROGRAM

To:

CSE Case No.

NOTICE OF ADMINISTRATIVE PROCEEDING TO ESTABLISH PATERNITY

1. Proceeding. The Florida Department of Revenue, Child Support Enforcement Program (DOR) has started an administrative proceeding to establish paternity to determine whether you are the biological father of the child(ren) listed below.

We have done this because public assistance has been received for the child(ren) or because the \_\_\_\_\_ has asked for our help in establishing paternity. According to our records paternity has not yet been established for the child(ren), and the child(ren)'s mother was not married when the child(ren) was conceived or born. You have been named as a putative father of the child(ren) listed below based upon an affidavit or written declaration by the mother that states that you are or may be the child(ren)'s biological father. A copy of the affidavit or written declaration is enclosed.

The name and date of birth of the child(ren) are: \_\_\_\_\_

The name of the child(ren)'s mother is \_\_\_\_\_

The name of the mother's representative is \_\_\_\_\_

You are subject to jurisdiction under Florida law because before we started this proceeding, you:

- Resided in this state with the child(ren);
- Resided in this state and provided prenatal expenses or support for the child(ren);
- Cohabited with the mother in this state;
- Acknowledged paternity of the child(ren) in this state; or
- Engaged in sexual intercourse in this state which may have resulted in the conception of the child(ren)

2. Order to Appear for Genetic Testing. Enclosed you will find an Order to Appear for Genetic Testing. You are required by law to submit to genetic testing. Genetic testing will establish either a high degree of probability that you are the biological father of the child(ren) or that you are not the biological father of the child(ren). If the results of the genetic test do not indicate a statistical probability of paternity equal to or greater than 99%, this proceeding shall end unless a second or subsequent test is required. You may obtain a second genetic test by filing a written request for a second test with DOR at the address in paragraph 8 below within 15 days after the date of mailing of the initial genetic testing results and you pay DOR in advance for the full cost of the second test. DOR may schedule and require a subsequent genetic test if it has reason to believe

the results of the preceding genetic test may not be reliable. If you are the only putative father named, then you can consent to paternity without genetic testing.

3. Proposed Order of Paternity or Proceeding to Establish Administrative Support Order. If the results of the genetic test indicate a statistical probability of paternity equal to or greater than 99%, DOR may:
  - a) Issue a Proposed Order of Paternity that you may consent to or contest at an administrative hearing; or
  - b) Begin a proceeding as provided in s. 409.2563, F.S. to establish an administrative support order that may require you to pay child support, including retroactive support up to 2 years prior to the date you were served with this notice, and/or provide health care coverage for the child(ren). If such a proceeding is begun, DOR will send you a notice and require you to submit financial information to determine your support obligations, if any. DOR will then issue a proposed order that addresses both paternity and child support. You will have the opportunity to consent to or contest the proposed order at an administrative hearing.

If a Proposed Order of Paternity or Proposed Order of Paternity and Support is not contested, DOR will adopt the proposed order and render a final order that establishes paternity, and if appropriate, child support.

4. Current mailing address and change of address. You are required below to tell us your current mailing address and any new mailing addresses. Proposed and final orders, notices of hearing, and any other documents will be mailed to you at the address under your name at the top of page one of this notice (or at the address at which the notice was served on you if different), unless you notify us in writing of a different address. We will presume you have received any documents we send you. If you change your address and do not notify us in writing (to the address listed under paragraph 8 below) within seven days, you may miss a deadline and lose your right to file for a hearing or to an appeal. If DOR renders a final order that establishes paternity, this requirement continues.
5. Court action. If you file an action in circuit court and serve DOR with a copy of the petition at

Deputy Agency Clerk  
Florida Department of Revenue  
Child Support Enforcement Program  
4070 Esplanade Way  
Tallahassee, FL 32399-3150

within 20 days after you were served with this notice, the administrative process ends without prejudice and the action must proceed in circuit court.

If you want to file an action in circuit court and cannot afford an attorney, enclosed is information provided by the Office of State Courts Administrator concerning the availability and location of self-help programs.

6. Custody, visitation, name change and parental contact. This administrative proceeding only covers paternity. Neither DOR nor the Division of Administrative Hearings has jurisdiction to award or change child custody or rights of parental contact, or determine name changes. These issues may only be addressed in circuit court. If paternity is established, and you want a hearing

on custody, name change, visitation or parental contact, you must file a petition in an appropriate circuit court. It will be your responsibility to pursue such issues in the court action.

If you choose to proceed in court, you may ask that DOR pursue paternity establishment in court by filing a request in writing with us within 20 days after you were served with this notice. Our attorney will file an action in circuit court to establish paternity and support and mail you a copy of the court petition and a waiver of service form. You must sign and return the waiver of service form within 10 days after you receive it. Upon timely receipt of your signed waiver, we will end this administrative proceeding and proceed in circuit court.

7. Legal authority. This proceeding is authorized by section 409.256, F.S.
8. Questions. If you have any questions, or if you are the only putative father named and wish to consent to paternity without genetic testing, please contact DOR at 1-800-622-5737 or :

Dated:

Enclosures:

Paternity Affidavit or Paternity Declaration  
Order to Appear for Genetic Testing  
Information on Self-Help Programs