

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



September 4, 2013

EBLAST

TO: IV-D DIRECTORS

SUBJECT: PROCEDURES FOR SENDING CHILD SUPPORT PAYMENTS TO SWITZERLAND

The Federal Office of Justice, Central Authority for International Maintenance Matters in Switzerland has informed the Department of Child Support Services (DCSS) that all disbursements are to be made payable to the custodial party (CP) and sent to their office at the following address:

Federal Office of Justice
Central Authority for International Maintenance Matters
Bundesrain 20
3003 Bern
Switzerland

Information about entering the CP as the payee when disbursements are mailed to an international agency is available in the Business Process Guide (BPG) – Add CP Name to International Disbursements, CMCC-08-0127, at the following link: <https://central.dcss.ca.gov/CCSASHelp/Interstate/BPG%20CSE%20Add%20CP%20Name%20to%20International%20Disbursements%20CMCC-08-0127.pdf>. The BPG is under review and procedures will be updated to include other applicable international entities, including Switzerland. In the meantime, please refer to the procedures provided under the *All Consulates of Mexico* sections for both existing cases (steps 5 and 6) and new cases.

If you have any questions or concerns regarding this matter, please contact the DCSS Intergovernmental Services Section/California Central Registry at 1-888-851-6314.

Sincerely,

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CHERYL STEWART
Assistant Director
Office of Payment Management and Intergovernmental Services