

Instructions

Complete this Request to **Authorize or Cancel a Representative** form to authorize a representative to communicate with the ministry on your behalf about matters relating to your application to set up or update child support. This form can be used to cancel a previous authorization.

Important Information

Your personal information is confidential. In order for another individual (such as your spouse, common-law partner or family member) to contact the ministry about your account(s), you need to provide that individual with the authorization to do so. Complete Parts A, B and C of this form, which provides authorization for another individual to contact the ministry about your account(s).

When you authorize an individual to communicate on your behalf, that individual may contact the ministry for the purposes of updating your address or phone number, or enquiring about your account and the program(s) you are enrolled in. This may be helpful if you are unable or unavailable to contact the ministry yourself.

Your authorization will stay in effect until you cancel it. You can cancel an existing authorization by completing Parts A, B and D of this form.

If you wish to change the individual you have authorized, you need to complete a new request form to update your authorization.

If you need more information or further assistance in completing this form call, toll-free:

Telephone - 1-866-656-7753

TTY (Teletypewriter) - 1-800-263-7776

Mail your completed and signed request form to:

**Ministry of Attorney General
Child Support Service**

33 King Street West
PO Box 645
Oshawa ON L1H 8X1

Refer to the website for more information about the **Child Support Service**:

www.ontario.ca/childsupport



Ministry of the Attorney General
 33 King St W
 PO Box 645
 Oshawa ON L1H 8X1
 1-866-656-7753 (toll free)
 1-800-263-7776 (TTY-Teletypewriter)

Request to Authorize or Cancel a Representative Child Support Service

Ministry Use Only - Date Received

Complete this form to authorize a representative to act on your behalf communicating on child support matters with the Child Support Service, as administered by the Ministry of Finance. Please read the instructions.

Identification Number (your unique number issued during online registration)	Identification No.
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A Client Information

Last Name	First Name	Middle Name
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Mailing Address

Unit/Apt./Suite No.	Street Number	Street Name	PO Box/R.R./Postal Stn
City/Town		Province	Postal Code
Telephone Number	Alternate Telephone Number	Email Address (if available)	

B Representative Information

Last Name	First Name	Middle Name
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Mailing Address

Unit/Apt./Suite No.	Street Number	Street Name	PO Box/R.R./Postal Stn
City/Town		Province	Postal Code
Telephone Number	Alternate Telephone Number	Email Address (if available)	

C Authorize a Representative (Important: this form must be signed in order to process your request)

I authorize the above-named representative to communicate on my behalf with the Ministry of Finance about matters relating to my child support under the Child Support Service.

Name of Client	Signature of Client	Date (yyyy/mm/dd)
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D Cancel a Representative

I cancel a previous authorization that permitted the above-named representative to communicate on my behalf.

Name of Client	Signature of Client	Date (yyyy/mm/dd)
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Notice of Collection: The personal information collected may be shared with ServiceOntario (SO), the Ministry of Finance (MOF), the Ministry of the Attorney General (MAG), the Family Responsibility Office (FRO), which is a part of the Ministry of Children, Community and Social Services (MCCSS), Canada Revenue Agency (CRA), the support payor and the support recipient for the purpose of the administration of the Service and enforcement of support. Any personal information contained in the notice of child support calculation/recalculation may also be made public as part of FRO's enforcement of the support obligation. Administration of setting up and recalculating child support online includes, without limitation, determining child support amounts based on income information, issuing letters and notices, and responding to inquiries.

MAG's authority to collect the information is section 69 (6) and (8) of the *Family Law Act*. FRO's authority to collect the information is section 61 of the *Family Responsibility and Support Arrears Enforcement Act, 1996*. MOF's authority to collect, use and disclose information is s. 11.2 and 11.3 of the *Ministry of Revenue Act* which authorizes MOF to assist MAG in administering the online Child Support Service. The information will only be used and disclosed for the purpose of administering the service. For more information about this collection, please contact the Child Support Service, 33 King St. W. PO Box 645 Station A, Oshawa, Ontario L1H 8X1, 1-866-656-7753.