

# Licking County Child Support Enforcement Agency

65 E. Main St.  
Newark, Ohio 43055  
Phone (740) 670-5998  
Fax (740) 670-5900  
Toll Free 1-800-513-1128

Elizabeth P. Winegar  
Director

## AUTHORIZED REPRESENTATIVE

\_\_\_\_\_ Licking County CSEA \_\_\_\_\_ is hereby granted my permission to release to \_\_\_\_\_  
(Print or type full name of party)  
such information as may be necessary regarding child support services.

- Print Name of Authorized Representative: \_\_\_\_\_
- Address of Authorized Representative: \_\_\_\_\_
- Phone Number of Authorized Representative: \_\_\_\_\_

**TO VALIDATE THE AUTHORIZED REPRESENTATIVE, THIS FORM MUST BE NOTARIZED**

All information to be released unless otherwise specified:

This consent expires:

90 Days       180 Days       365 days

***If this area is not completed, your consent will expire in 90 days.***

Do you have multiple cases?  Yes  No

What case(s) does the Representation apply to? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE OF OHIO  
LICKING COUNTY, ss**

Before me, a Notary Public in and for said State, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
personally appeared the above named \_\_\_\_\_ who swore that the facts  
contained in the above Authorized Representative Form are true.

\_\_\_\_\_  
(Notary Public)

**This consent to disclose information may be revoked by the party in writing at any time.**

- The Licking County CSEA is required to hold in private; information contained in a file pursuant to Ohio Revised Code (ORC) 1347.08
- The Licking County CSEA cannot release any specified information in a file not yet made a matter of public record without expressed consent of the person who is the subject of information on file.
- The information released shall be information pertaining only to the requesting party who is subject of the information on file.
- Pursuant to Ohio Revised Code (ORC) 5101.271, information disclosed pursuant to the authorization may be disclosed by the recipient of the information and may no longer be protected from disclosure.

