

[CURRENT\_DATE]

Recipient name  
Recipient address (multiple lines)

CSE Case Number:  
[CSE\_CASE\_NUMBER]  
Custodial Party:  
[CP\_PRIMARY\_NAME]  
Noncustodial Parent:  
[NCP\_PRIMARY\_NAME]  
Court Case Number:  
[COURT\_CASE\_NUMBER]

Dear [RECIPIENT\_NAME]:

Our office has reviewed your claim of mistaken identity for the child support case noted above. After investigating your claim, the [OFFICE\_NAME] certifies that you, [RECIPIENT\_NAME], are not the person named in the child support case filed in [OFFICE\_COUNTY] Superior Court [COURT\_CASE\_NUMBER] entitled [PETITIONER\_NAME] vs. [RESPONDENT\_NAME].

Please keep this letter as it may be used as evidence of your identity if any more enforcement actions occur as a result of this court order.

Please contact us at (866) 901-3212 with the above case number if you have any questions. Persons with hearing or speech impairments, please call the TTY number (866) 399-4096.

Sincerely,

[WORKER\_NAME]  
[WORKER\_TITLE]