

252J.3 Notice to individual of potential sanction of license.

Child support services shall proceed in accordance with [this chapter](#) only if child support services sends a notice to the individual by regular mail to the last known address of the individual. The notice shall include all of the following:

1. The address and telephone number of child support services and the child support services' case number.

2. A statement that the obligor is not in compliance with a support order or the individual has not complied with a subpoena or warrant.

3. A statement that the individual may request a conference with child support services to contest the action.

4. A statement that if, within twenty days of mailing of the notice to the individual, the individual fails to contact child support services to schedule a conference, child support services shall issue a certificate of noncompliance, bearing the individual's name, social security number, and the child support services' case number, to any appropriate licensing authority, certifying that the obligor is not in compliance with a support order or an individual has not complied with a subpoena or warrant.

5. A statement that in order to stay the issuance of a certificate of noncompliance the request for a conference shall be in writing and shall be received by child support services within twenty days of mailing of the notice to the individual.

6. The names of the licensing authorities to which child support services intends to issue a certificate of noncompliance.

7. A statement that if child support services issues a certificate of noncompliance to an appropriate licensing authority, the licensing authority shall initiate proceedings to refuse to issue or renew, or to suspend or revoke the individual's license, unless child support services provides the licensing authority with a withdrawal of a certificate of noncompliance.

[95 Acts, ch 115, §3](#); [97 Acts, ch 175, §115](#); [2005 Acts, ch 112, §14, 15](#); [2023 Acts, ch 19, §961](#)

Referred to in [§252J.4](#), [252J.6](#), [252J.7](#)