

Federal Parent Locator Service

Intergovernmental Referral Guide

IRG Download Record Layout

Version 2.0

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Administration for Children and Families
Office of Automation and Program Operations
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1. DOWNLOAD RECORD LAYOUT

This record format provides the specifications for downloading location codes and addresses. Type 'A' is alphabetic, type 'N' is numeric and type 'A/N' is alphanumeric.

Note: The material highlighted in **turquoise** and [enclosed in opening and closing brackets] indicates a change to existing information.

CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
Address Type 1	1-3	3	A	Type of Address LOC – County/Local STA – State FED – Federal INT – International TRB – Tribal
Address Type 2	4-6	3	A	Type of Address Address Type 1 LOC AGO – Attorney General CHC – Chancery Court CLC – Clerk of the Court COL – Collection Agency CTC – Circuit Court C01 – Child Support Office I C02 – Child Support Office II C03 – Child Support Office III C04 – Child Support Office IV C05 – Child Support Office V C06 – Child Support Office VI C07 – Child Support Office VII C08 – Child Support Office VIII C09 – Child Support Office IX C10 – Child Support Office X C11 – Child Support Office XI C12 – Child Support Office XII C13 – Child Support Office XIII C14 – Child Support Office XIV C15 – Child Support Office XV

CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
	4-6	3	A	C16 – Child Support Office XVI C17 –Child Support Office XVII C18 – Child Support Office XVIII C19 – Child Support Office XIX C20 – Child Support Office XX C21 – Child Support Office XXI C22 – Child Support Office XXII C23 – Child Support Office XXIII C24 – Child Support Office XXIV C25 – Child Support Office XXV C26 – Child Support Office XXVI C27 – Child Support Office XXVII C28 – Child Support Office XXVIII C29 – Child Support Office XXIX C30 – Child Support Office XXX DAO – District Attorney DTC – District Court FAC – Family Court FCC – Family Court Commissioner FRC – Friends of the Court JDR – Juvenile and Domestic Relations Court PAO – Prosecuting Attorney RES – Responding Agency SPO – State Prosecutor SUP – Superior Court TLC – Tribal Court <u>Address Type 1 STA</u> AIP – Automated Interstate Case Payment Requests Contact AIS – Automated Interstate Case Status Requests Contact BVS – Bureau of Vital Statistics Contact

CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
				CDC – Collection and Distribution Contact
				CEJ – Continuing Exclusive Jurisdiction Contact
				CNT – CSENet Contact
				COC – Copy of Order Contact
				CRG – Central Registry Contact
				DVC – Domestic Violence Contact
				EAC – Employer Assistance Contact
				EFT – Electronic Funds Transfer Contact
				EIW – Employer Income-Withholding Contact
				FDM – Financial Institution Data Match Contact
				GCL – Guideline Calculations Contact
				GTI – Genetic Testing and Interstate Teleconferencing Contact
				IPC – Interstate Policy Contact
				IRG – Intergovernmental Referral Guide Contact
				IVD – State IV-D Director
				NHR – New Hire Reporting Contact
				NMS – National Medical Support Contact
				NVD – Non-IV-D Contact
				PAF – Paternity Acknowledgement Forms Contact
				PAT – Paternity Acknowledgement Copies Contact
				PDC – Passport Denial Contact
				PFR – Putative Father Registry
				PRC – Privatization Contact
				PRW – PRWORA-Administrative Policies, Procedures Contact
				PYR – Payment Records Contact

CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
				R01 – Regional Office I
				R02 – Regional Office II
				R03 – Regional Office III
				R04 – Regional Office IV
				R05 – Regional Office V
				R06 – Regional Office VI
				R07 – Regional Office VII
				R08 – Regional Office VIII
				R09 – Regional Office IX
				R10 – Regional Office X
				R11 – Regional Office XI
				R12 – Regional Office XII
				R13 – Regional Office XIII
				R14 – Regional Office XIV
				R15 – Regional Office XV
				R16 – Regional Office XVI
				R17 – Regional Office XVII
				R18 – Regional Office XVIII
				R19 – Regional Office XIX
				R20 – Regional Office XX
				R21 – Regional Office XXI
				R22 – Regional Office XXII
				R23 – Regional Office XXIII
				R24 – Regional Office XXIV
				R25 – Regional Office XXV
				R26 – Regional Office XXVI
				R27 – Regional Office XXVII
				R28 – Regional Office XXVIII
				R29 – Regional Office XXIX
				R30 – Regional Office XXX
				SDU – State Disbursement Unit
				SLA – State Long Arm Statute and Process Contact

CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
				SLC – State Lien Contact SPA – State Paternity Acknowledgement Hospital Contact SPC – Service of Process Contact SPL – State Parent Locator Service TOC – Tax Offset Coordinator UCW – Unemployment Compensation Withholding WCW – Workers Compensation Withholding <u>Address Type 1 FED</u> CEN – OCSE Central Office REG – OCSE Region <u>Address Type 1 INT</u> FRC – Foreign Country <u>Address Type 1 TRB</u> TRB – Tribal Office
FIPS Code or Country	7-8	2	A/N	Depending on the type of address being added, the code will be selected, state, territory code (e.g., '04') and tribal code ('90')
County Code (Local Code) International City or Province	9-11	3	A/N	County FIPS Code (e.g., '000') International City or Province (e.g., '045' or space out the first '0' as a placeholder). BIA Code of Tribe – when Address Type 1 equals Tribal (TRB) (e.g., 123 or S04)
Collection Agency or International ID Tribal Location	12-13	2	N	Defaulted to zero (e.g., '00') International ID is zero or space. Tribe is zero (e.g., '00')

CHART 1-1: DOWNLOADING LOCATION CODES AND ADDRESSES TO STATES				
Label Fields	Position in Record	Length	Type	Description
Department Name	14-48	35	A	Department Name
Title	49-83	35	A	Title
Street Address Line 1	84-118	35	A/N	First Line of Street Address
Street Address Line 2	119-153	35	A/N	Second Line of Street Address
City	154-183	30	A	Name of the City
State or Country	184-203	20	A	State Abbreviation or Country Name
Zip Code	204-212	9	N	U.S. ZIP Code
Area Code	213-215	3	N	Telephone Area Code
Exchange	216-218	3	N	Telephone Exchange
Sequence Number	219-222	4	N	Telephone Number
Extension Number	223-227	5	N	Telephone Extension
Action Code	228-228	1	A	A – Address Added C – Address Changed D – Address Deleted
Facsimile	229-231	3	N	Facsimile Telephone Area Code
Facsimile Exchange 1	232-234	3	N	Facsimile Telephone Exchange
Facsimile Sequence Number	235-238	4	N	Facsimile Telephone Number
Record Date	239-246	8	N	System-generated date when a record is added, changed or deleted (CCYYMMDD)
Filler	247-247	1	A/N	Filler

Note: Downloaded data that is marked as having been “changed” (designated by an Action Code of ‘C’ in the 228th position) may not actually appear as changed. Not all data elements are downloaded and the change may have occurred in a data element that was not downloaded.
