

**Berks County Domestic Relations
Berks County Services Center
633 Court Street, 6th Floor
Reading, PA 19601
(610) 478-2900**

[https://www.countyofberks.com/
departments/dro](https://www.countyofberks.com/departments/dro)



How do I open a support case?

Clients may come into Domestic Relations daily between the hours of 8:00AM and 3:30PM. Upon arrival, the client is given an Intake Questionnaire to complete which asks for information on all parties in the support case. You may also call our office at the above number and the form can be mailed to you or you can access our website at the link above to download the form and have it completed prior to arriving to our office. The interview process takes about 1 hour per case. All clients are seen on a first come, first serve basis. Clients are encouraged to come in as early in the morning as possible. It is recommended that you come before 12:00p.m. If you come after 12p.m. there is no guarantee that you will be seen that day. The longest wait times are experienced over the lunch hours. (i.e. 11:30a.m. to 1:30p.m.).

What do I need?

Please bring the following information along for yourself and any children you will be filing for when you come to open your support action. Domestic Relations will not acquire this information for you. Providing this information may expedite the processing of your case.

- Driver's License or photo identification
- Social Security cards for yourself and all children you are filing for
- Birth certificates for all children you are filing for
- Paternity order or acknowledgement of paternity for children, if one already exists
- Marriage License
- Divorce filing or divorce decree
- Medical insurance cards
- Family Court documents of any kind (support order, visitation order, custody order, divorce, protection from abuse, etc)

The following information is needed for the person you are filing against:

- Complete name
- Date of birth
- Social Security number
- Address
- Employer
- Place of birth
- Parents names and addresses
- A friend or contact person's name address and phone number
- Disability, pension, or any other type of income information
 - Asset information such as real estate, vehicles, and bank accounts
- The name and address of any organizations the party may belong to
- The name of any law enforcement agencies the party has had contact with including prisons, and the approximate date of that contact.

- A photo of the party
- Where can I get it?**

If you do not have the requested information for yourself or children, the following is a list of where information may be obtained. Please contact each resource to find out their requirements for providing information to you.



Driver's License/Photo ID

A duplicate driver's license or photo id may be obtained by contacting:
PENNDOT Photo & Exam Center
530 East Lancaster Ave
Shillington, PA 19607
(610)775-4003
or at www.dmv.org

Social Security Cards

A duplicate Social Security card may be obtained by contacting:
The Social Security Administration
201 Penn Street, Suite 200
Reading, PA 19601
(610)320-5235
or at www.ssa.gov

Marriage License, Divorce Decree, Court Documents

A Marriage License or certificate, divorce papers, or any other Court documents may be obtained from the county where they were issued.



Birth/Death Certificates

Birth certificates and death certificates issued by Pennsylvania may be obtained from:

Division of Vital Records
101 South Mercer Street
Room 401
P.O. Box 1528
New Castle, PA 16101
(724)656-3100

Additional information and online request information are available at the link below. Fees may apply.
www.health.pa.gov

Information on obtaining certificates issued by other states is available at
www.cdc.gov/nchs

If you do not have information on the absent parent, the following is a list of sources of information which you may be able to obtain. Please bring any of this information with you to your intake or locate appointment.

- A paystub from a current or previous employer
- A utility bill such as electric, cell phone or cable.
- Internet account information such as email address
- An old driver's license
- Any professional license the person may have such as state inspection mechanic or hair dresser and what state issued that license
- Probation or parole paperwork
- Current or previous bank statements



If you do not have access to a computer please contact your local library for assistance.