

**IMPORTANT-TEXAS LAW REQUIRES:  
IF YOU CHANGE EMPLOYMENT , RESIDENCE ADDRESS OR DRIVER'S LICENSE  
60 DAYS PRIOR TO THE CHANGE OR  
IF YOU COULD NOT ANTICIPATE THE CHANGE,  
WITHIN 5 DAYS AFTER THE CHANGE  
YOU MUST NOTIFY ALL OF THE FOLLOWING IN WRITING  
SEND VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED:**

1.     Opposing Party
  
2.     County/District Clerk (listed in your Divorce Decree)  
        for the county that granted your divorce
  
3.     State Case Registry  
        Contract Services Section MC046S  
        P.O. Box 12017  
        Austin, Texas 78711-2017
  
4.     Texas Child Support Disbursement Unit  
        P.O. Box 659791  
        San Antonio, Texas 78265-9791

A sample letter is attached for your reference and use.

**SAMPLE CHANGE OF ADDRESS LETTER**

Date of Letter

via CMRRR# \_\_\_\_\_ (from postal tracking slip)  
Tarrant County District Clerk (or other county as appropriate)  
200 E. Weatherford Street  
Fort Worth, Texas 76196

via CMRRR# \_\_\_\_\_ (from postal tracking slip)  
Texas Child Support Disbursement Unit  
P.O. Box 659791  
San Antonio, Texas 78265-9791

via CMRRR# \_\_\_\_\_ (from postal tracking slip)  
Other party  
Street address  
City, State Zip Code

via CMRRR# \_\_\_\_\_ (from postal tracking slip)  
State Case Registry  
Contract Services Section, MC046S  
P.O. Box 12017  
Austin, Texas 78711-2017

TO WHOM IT MAY CONCERN:

Effective on \_\_\_\_\_, 20\_\_\_\_, my new residence/employment information will be as follows:

Residence:

123 Main Street  
Anytown, Texas 76000  
Home phone: (817) \_\_\_\_\_

Employment:

Bob Smith Company  
456 Smith Street  
Mycity, Texas 76\_\_\_\_\_  
Work phone: (214) \_\_\_\_\_