V Corps Legal Assistance Office

Hague Convention on the International Recovery of Child Support and Other Forms of Family Maintenance

What is the Hague Convention on the International Recovery of Child Support and Other Forms of Family Maintenance?

The above is a multilateral treaty, ratified in 2007, which governs the enforcement of judicial decisions regarding child support and spousal support when the parent who owes support is located outside the country of the child or spouse. It establishes the processes and procedures that member states must follow when serving court-orders for support. 53 countries are party to the Hague convention, including the United States and Poland.

How does the Hague Convention Apply to Me?

If you owe child or spousal support and are serving in a country that is party to the Hague Convention, or if you are a recipient of child support or spousal support and the person who owes you support is serving in a country that is party to the Hague Convention, then you should be familiar with the procedures that host countries must follow to serve a court order for support.

What is a Central Authority?

A central authority is a government institution, established by Article 4 of the Hague Convention on the International Recovery of Child Support, whose responsibilities are to co-operate with other nations of the Hague Convention to solve difficulties which arise in the payment or receipt of support. Their responsibilities include: receiving and transmitting applications for support; locating a debtor or creditor; assistance in

determining the income and assets of a debtor or creditor; mediation and enforcement of support decisions; transfer of payment; assistance in establishing parentage; and assistance in the service of documents.

Do I have to Pay to Use the Services of a Central Authority?

In most circumstances, no. Under Article 8 of the Convention, the services of a central authority should be provided free of charge. There may, however, be exceptional costs that arise if you request specific services to be done on your behalf. Under Article 8, you have a right to be informed of the costs associated with those services before they are carried out.

How do I Request the Services of a Central Authority?

To request the service of a central authority, an application must be submitted. Usually, this application is completed on form USM-94. A copy can be found on the V Corps Legal Assistance Website (https://home.army.mil/poland/about/garrison/legal-office). Each nation's application process is different, and turnaround times are typically anywhere from 2 - 4 months. Please see the bottom of this form for the contact information of various nations within the V Corps AO.

I am in the United States, and I want to make an application to enforce a child support decision for a parent that is stationed in Poland. Who should I make the request to?

When child support recipients are located in the United States and would like to make a request to the central authority in Poland, they should apply to the central authority of Poland. The United States does not handle the transmittal of documents for foreign countries. Please see the bottom of this flyer for the contact information of the Polish Central Authority.

I am in Europe, and I want to make an application to enforce a child support decision for a parent that is in the United States. Who should I make the request to?

When child support recipients are located in Europe and would like to make a request to enforce child support in the United States, the case

should be routed through the applicable state. For a full list of each state's procedures in regards to enforcement applications, please go to https://ocsp.acf.hhs.gov/irg/welcome.html

What should I do if I receive service that is not routed through a central authority?

Service requests that are not routed through the proper central authority are called voluntary service, and may be declined. To decline voluntary service, a memo should be written to the requestor of service, explaining that you are currently serving on military orders overseas, that you and the requester are subject to the Hague Convention, that you are denying their request for voluntary service, and that they should route their request through the proper central authority. You should also enclose a copy of your military orders, and a signed letter from your commanding officer that you are currently serving overseas. In addition, a copy of this memo should be filed with the requesting court. Please contact the V Corps Legal Assistance office with questions regarding how to properly deny a voluntary service request.

The information in this document is for educational purposes only and does not constitute legal advice. Any additional questions, comments, or concerns should be directed to the V Corps Legal Assistance Office in Poznan, Poland. Our office can be contacted at VCorps.OSJA-Legal-Assistance@army.mil or by telephone at +49-611-143-538-8738.

Contact Information for Central Authorities in the V Corps AO:

Bulgaria: Ministry of Justice
Department of International Legal Child Protection and Intercountry Adoptions
No 1, Slavyanska Str.
1040 SOFIA
Bulgaria
Numéros de téléphone/Telephone numbers:+359 (2) 923 7396; +359 (2) 923 7333; 359 (2) 923 7469

Numéro de télécopie/telefax number: +359 (2) 987 15 57
e-mail: mpzdmo@justice.government.bg
Internet: http://www.mjs.bg/

Estonia: Ministry of Justice and Digital Affairs
Suur-Ameerika 1
15006 Tallinn
Estonia
tel.: +372 620 8100
e-mail: info@justdigi.ee;
general website: www.just.ee

Georgia: Ministry of Justice of Georgia
International Relations and Legal Cooperation Department
24A Gorgasali Street
0114 Tbilisi
Georgia
Telephone Number: (+995) 32 2 40 50 08
Fax: (+995) 32 2 40 52 04
Email: intlawdep@justice.gov.ge
Language(s) of communication: English

Hungary: Ministry of Justice of Hungary
Department of Private International Law
1055 Budapest
Kossuth tér 2-4.
Tel: +36 (1) 795-5397, +36 (1) 795-3188
Fax: +36-1-795-0463
E-mail: nmfo@im.gov.hu

Latvia: Administration of the Maintenane Guarantee Fund
Raina bulvaris 15
Riga LV-1050
Latvia
Tel.: +371 67830626
Fax: +371 67830636
E-mail: maintenance@ugf.gov.lv
Website: http://www.ugf.gov.lv

Lithuania: State Social Insurance Fund under the Ministry of Social Security and Labour
Klaipėda Division
Vasario 16-osios g. 4, 89225 Mažeikiai

Lithuania
Tel. +370 (525) 00883
E-mail: mazeikiai@sodra.lt

Poland: Poland - Central Authority (Art. 4)
Ministerstwo Sprawiedliwości / Ministry of Justice
Departament Spraw Rodzinnych i Nieletnich / Department of Family and Juvenile Matters
Wydział Międzynarodowych Postępowań Rodzinnych / Division of International Proceedings in Family Matters
Al. Ujazdowskie 11
00-950 WARSZAWA
P.O. Box 33
POLAND

Phone number: +48 22 23 90 470
Fax: +48 22 897 03 21
E-mail: alimenty@ms.gov.pl

Romania: Ministry of Justice, Department of International Law and Judicial Cooperation
17, Apolodor street
5-Bucharest
Romania
Tel.: 040372041218, 0040372041077 (secretariat)
Fax: 040372041079
Email: ddit@just.ro
Website: http://www.just.ro

Slovakia: Centrum pre medzinárodnoprávnu ochranu detí a mládeže
(Centre for the International Legal Protection of Children and Youth)
Špitálska 8
P.O.Box 57
814 99 Bratislava
Slovak Republic
Tel.: +421 2 2045 8200, +421 2 2045 8201
Fax: + 421 2 2045 8358
Email: info@cipc.gov.sk (mode de communication préféré / preferred method of communication)
Website: http://www.cipc.gov.sk

Sources:

CONVENTION ON THE INTERNATIONAL RECOVERYOF CHILD SUPPORT AND OTHER FORMS OF FAMILY MAINTENANCE, (2007). https://www.hcch.net/en/instruments/conventions/specialised-sections/child-support

LIST OF CENTRAL AUTHORITIES. (2025). Hcch.net. https://www.hcch.net/en/instruments/conventions/authorities1/?cid=131

UNITED STATES OFFICE OF INTERNATIONAL JUDICIAL ASSISTANCE SERVICE REQUESTS. (2014, October 20). Justice.gov. https://www.justice.gov/civil/service-requests