



**CHARLES BACARISSE, HARRIS COUNTY DISTRICT CLERK  
CHILD SUPPORT DEPARTMENT  
1115 CONGRESS  
HOUSTON, TEXAS 77002**

**INFORMATION NEEDED TO IDENTIFY AND RELEASE PAYMENTS**

In all cases in which a Harris County District Court enters a judgment or order requiring payment to be made through the Harris County Child Support Department, the following information is required to identify and release payments:

1. The Harris County Cause Number.
2. The Payor's and Payee's names and addresses. (The Harris County Court Order requires the Payor and Payee to maintain a current United States mailing address with the Child Support Department.)

**The Harris County Child Support Office posts payments by Cause Number only. If for some reason the cause number provided does not match an existing cause number in our system, any additional information provided will assist in the research process.**

**PAYMENTS**

All Child Support payments received are processed the same day and mailed out the next working day if the following information is correct and instructions are followed:

1. Make payment by certified check, cashier's check, money order, cash, or company check if there is an existing wage assignment. We **DO NOT** accept temporary checks.
2. Make all payments payable to: HARRIS COUNTY CHILD SUPPORT DEPARTMENT or HCCS.
3. Print Payor's name and cause number on each payment. (Child Support payments are posted by cause number which is the number at the top of the judgment or order.)
4. Payments can be made in person or mailed to: HARRIS COUNTY CHILD SUPPORT DEPARTMENT, PO BOX 4367, HOUSTON, TEXAS 77210.

**INQUIRIES**

1. To obtain the date of last payment, please call 713-755-4690. After the recording, enter your cause number then press the number symbol (#) on your telephone. This information is available 24 hours a day, 7 days a week. Our IVR will give you the most recent payment received through our previous business day. You can access our web site at [www.hcdistrictclerk.com](http://www.hcdistrictclerk.com) for "real time" payment information.
2. All other inquiries, changes and requests are required in writing with your signature and a copy of your state issued ID. To ensure proper identification, please include Payor's name and cause number on all correspondence. If you need immediate assistance, please call 713-755-6077.

3. If there is a question regarding a payment that has not been credited to your account, please have the following information available upon contacting the Child Support Office: check number, amount, person and/or company submitting the payment.