

DRO Child Support – Digital Application for Closure Submission Instructions

Tarrant County has partnered with DocuSign to enable the submission of Application for Closure forms electronically – no printing, faxing, mailing or hand-delivery required.

To complete your form electronically, click the website link that contains **Submit Online** on the Forms page of the Child Support website [click [here](#) to access website].

Closure Form

Is your child getting ready to graduate from high school? Contact our office at 817-884-1475 to ensure your case is ready for closure and for information on paying associated fees so that your application can be processed.

[Application for Closure \(Submit Online\)](#)

[Application for Closure \(Print\)](#)

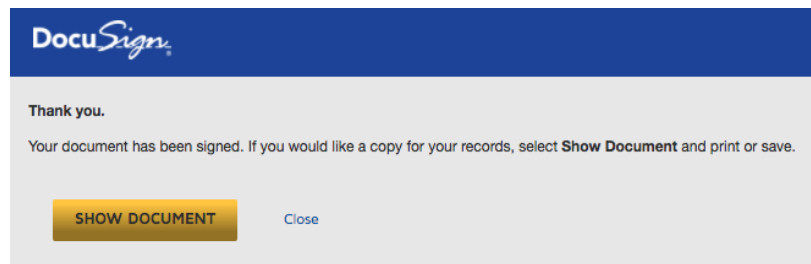
[Online Submission Instructions](#)

Follow the steps below to complete your application. **Please note** that if you are unable to fill out all of the required fields in a **timely manner**, the form **will time out** and you will need to begin the process again.

- 1) Enter your own first and last name and email address in the role labeled “Applicant”.
- 2) Once the name and email information is completed, click “Begin Signing” to fill in the remainder of the form.
- 3) If prompted, click the checkbox pictured below and the continue in order to agree to submit your record electronically.



- 4) Complete as many fields as required on the document in question. Fields outlined in **red** are **REQUIRED** and the document cannot be submitted without filling them in. Fields outlined in **grey** are **OPTIONAL** but should be completed if the information is known.
- 5) Click **Finish** when you have completed the required fields. The following screen will be shown after completion, which will allow you to **view the document** you just filled in and **save a copy for your records** if desired. You will also receive an **email from DocuSign** notifying you when the document is **completed**.



- 6) Please follow up with the Child Support staff if you have any questions about the process or the status of your submission. It is our sincere hope that this new process will offer a better, more convenient method for submitting the required information.