



## U.S. Customs and Border Protection (CBP) Child Care Subsidy Application Checklist

\_\_\_\_\_ Printed name of qualifying CBP employee

Please submit the following completed documentation in this order to assist us in expediting your application for benefits:

\_\_\_\_\_ Parent Application OPM Form 1643 (**Mandatory**)

\_\_\_\_\_ Application Addendum CBP Form 2011-02 (**Mandatory**)

\_\_\_\_\_ A copy of the your most Federal Income Tax Return (**Mandatory**)

\_\_\_\_\_ A copy of your spouse/partner's most recent Federal Tax Return (**as applicable**)

\_\_\_\_\_ A copy of your most recent Wage and Tax Statement, Form W-2 (**Mandatory**)

\_\_\_\_\_ A copy of your spouse/partner's most recent Wage and Tax Statement, Form W-2  
(**as applicable**)

\_\_\_\_\_ A copy of your most \*recent leave and earning statement (**Mandatory**)  
**\*Must be dated within 90 days of the date of your initial application**

\_\_\_\_\_ A copy of your spouse/partner's most recent pay statement and or student school  
schedule (**as applicable**)

\_\_\_\_\_ A copy of your child (ren)'s birth certificates

\_\_\_\_\_ A copy of your most recent Notification of Personal Action, Form SF-50 (**Mandatory**)

\_\_\_\_\_ Provider Application OPM Form 1644 (**Mandatory**)

\_\_\_\_\_ A copy of your qualifying child care provider's license or letter of accreditation (**Mandatory**)

The forms and documents listed above are required for a standard application. Please note that your situation and application may require additional documents and or information.

Fax: (816) 823-5432 or (816) 926-3642

Scan and email to: [cbp.childcare@gsa.gov](mailto:cbp.childcare@gsa.gov)

U.S. Mail: GSA, External Services Branch  
Attention: Child Care Subsidy Programs  
1500 East Bannister Road, #1061  
Kansas City, MO 64131