



Helpful Hints for Completing Voluntary Acknowledgment of Paternity (AOP) forms

Many mistakes made on AOP forms are easily avoidable and can be eliminated by taking a few moments to check for accuracy and completeness before walking away from the mother's room. Following these helpful hints will reduce the number of invalid forms and help us process the forms.

Use the correct form. Only 01/08 forms should be used. All AOP forms dated prior to 01/08 should be shredded. The old forms do not comply with new law and cannot be used as backups.

Ensure parents have listened to the Rights and Responsibilities. Parents who are signing the Voluntary Acknowledgment of Paternity [45-31 (01/08)] form must listen to the Rights and Responsibilities found on the back of the form.

Ensure parents meet all criteria. Parents must meet all criteria specified at the top of the form.

Check names on the AOP and make sure they match the names on the birth record. The child's, mother's and father's names on the AOP form must exactly match the names on the birth record.

Check for alterations. Do not change or alter information on forms. Crossing out information and writing in different information alters the form, making it invalid. Dates that appear to be overwritten will cause the form to be rejected. Please remember this is a legal form and it cannot be altered. Remind parents that the form must be completed again if they make mistakes.

Handwrite names and dates in acknowledge sections. Parents must print their own names, sign their own names, and enter the date in their own handwriting in the acknowledgment section of the forms. Signature dates should never be typed.

Match signature and witness dates. The hospital witness names and dates may be different for the mother and the father, but the "Date signed" and "Date witnessed" must be the same for the Mother and *her* witness, and the same for the Father and *his* witness.

Handwrite names and dates in witness sections. Hospital witnesses must sign and print their own names, and enter the date witnessed in their own handwriting.

Send the form. You are required to send the AOP form within 14 days, but please send completed paternity forms to the Center for Health Statistics office as soon as you can. The sooner we get the form, the faster we are able to register the birth record. Postage-paid envelopes are available.