New Acknowledgement of Paternity Form (AOP)

**Purpose:** Birth Information Specialists now have the option to auto populate the AOP form in OVERS. By selecting **Yes** on the **Paternity Information** dropdown list, additional pages will appear allowing the AOP form to populate from these pages. To establish paternity, the father will verify the information on the populated AOP form, and then sign and date the document. The rights and responsibilities will also print. This new auto populate feature enhances the accuracy of records, decreases AOP processing time and eliminates the need to order AOP forms from the state.

**Summary of Instructions:** When a mother is not married the user may select yes on the **Paternity Information** dropdown list in OVERS to auto populate the AOP. By selecting **Yes**, the **Father** and **Father Attributes** pages will display. Once the user has completed their normal birth record entry process, they can print the AOP form by selecting **Print Forms** at the bottom of the **Birth Registration Menu**.

**Instructions:**

1. On the **Marital Status** page, under the **Marital Information** section, select **No** when mother is not married.

![Marital Status](image)

2. If the birth information specialist wants to use this new auto populate feature or continue with original form, select **Yes** in the dropdown list under **Paternity Information**. If the father will not sign the AOP select **No**, nothing changes in the record.

![Paternity Information](image)
3. To complete the **Marital Status** page, select the appropriate parental description by choosing **Mother/Father** or **Parent/Parent** from the **Parental Description on Birth Certificate** dropdown list. This is how the parent labels will print out on the birth certificate.

![Parental Description on Birth Certificate](image.png)

4. Select the **Next** button at the bottom right of the OVERS screen to continue.

![Validate Page Next Clear Save Return](image.png)

5. Once the next button is selected the **Father** and **Father Attribute** pages will display in the **Birth Registration Menu**. Complete both pages from the birth worksheet, then continue on with your usual data entry process.

![Birth Registration Menu](image.png)

![Father Attributes](image.png)
6. To print the AOP form select **Print Forms** at the bottom of the **Birth Registration Menu**.

8. On the Print Forms page select **Paternity - (45-31A Hospital)** for English or **Paternity—(45-31S Hospital - Spanish)** for the Spanish form.

9. A PDF will open for printing.

10. Father’s **Present Address**, **Daytime telephone number** and mother’s **daytime phone number** will not be auto populated. This can be filled in after printing.
11. Forms will no longer be available five days after date of birth. The notarized 45-21 Affidavit of Paternity can be filled out by the parents five days after date of birth. It is available through most county offices.

12. The form can then be printed, signed and dated by the parents and witnessed by hospital staff. The rights and responsibilities will also print.

For assistance contact the OVERS Help Desk at 971-673-0279
   Monday – Friday 8:00 AM – 5:00 PM.