

*** * * ALERT * * ***
**PLEASE SHARE WITH STAFF WHO HELP PARENTS
WITH PATERNITY AFFIDAVITS**

All Voluntary Paternity Affidavits are required to have photocopies of IDs attached when submitted to the state vital records office for processing, as is stated on Side 1 of the Paternity Affidavit form. A reminder notice was also sent to all birthing hospitals in October 2009 to this effect (see attachments for identity documentation, which are still in effect).

As of April 1st, 2012, any Paternity Affidavit received in this office without the necessary copy of a current, valid government-issued I.D. will be rejected and returned to the mother for compliance – no exceptions.

Please pay particular attention to the following compliance requirements:

1. The reverse side of the ID must also be copied if the signature is on the reverse.
2. The parents' names on their IDs must match exactly to what they say their current name is on the Paternity Affidavit.
3. The mother's current name must match exactly to what she stated her name was on the birth worksheet.
4. Signatures cannot be notarized without proper satisfactory proof of identity and compliance with the above requirements.

If the mother needs to fix her information on the hospital birth worksheet, it must have been done prior to registration – AND, she must have started the birth worksheet over. No cross-outs or whiteout are allowable on either the Mother's Birth Worksheet form at the hospital or on the Paternity Affidavit form. Hospital staff are advised to review the documents with the mother prior to the mother's discharge so that she has time to start over, if needed. After registration, the mother must contact birth registration staff to determine what she needs to provide for documentation to fix the birth record.

Delays in processing the Paternity Affidavit are inevitable when the state vital records office must return an Affidavit to the mother for compliance, and often also results in the father's information not being on the initial newborn certificate that is mailed to the mother. Rejected Affidavits also may result in parents returning to the hospital or the County Recorder's office for assistance.

Attached are additional handouts that may be provided to the parents.