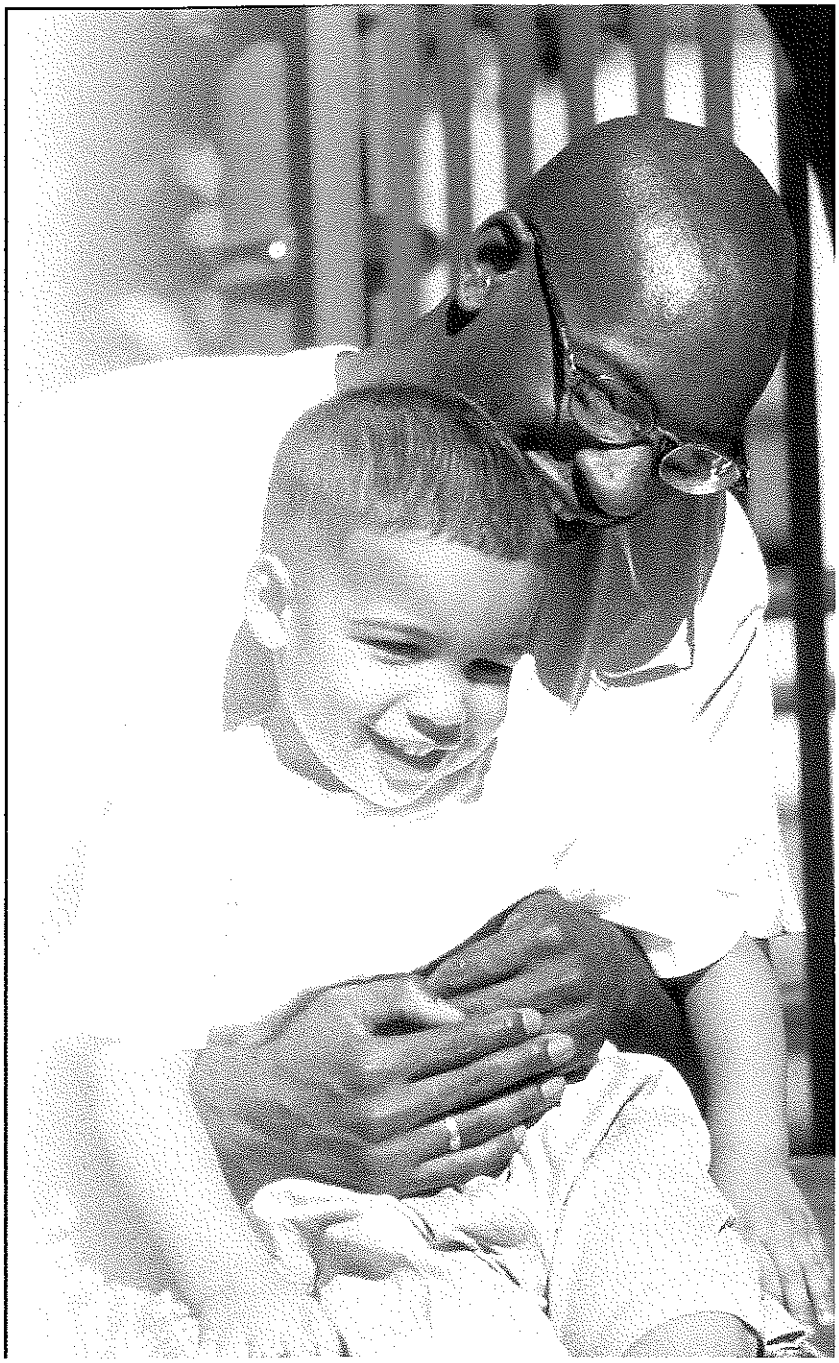

Kentucky Paternity Acknowledgment Program

Hospital Training Guide

Commonwealth of Kentucky

A program of the Cabinet for Families and Children in coopertion with the Office of Vital Statistics

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SECTION 1
About This Manual

After completing this manual, you will be able to:

- Understand the background and purpose of KYPAP and its integration into the birth registration process;
- Identify and complete the paternity form used;
- Answer basic questions about the form and the program;
- Know which questions are appropriate to answer;
- How to respond to special circumstances; and
- Understand the steps the form follows once it leaves the hospital.

QUESTIONS

Questions about the Kentucky Paternity Acknowledgement Program or requests for more brochures, flyers, or information regarding DNA testing may be directed to:

Kentucky Paternity Acknowledgement Program
P.O. Box 54417
Lexington, KY 40555-4417
Toll-Free Phone: 888.675.7425
Fax: 866.926.6624
Email: kypap@policy-studies.com

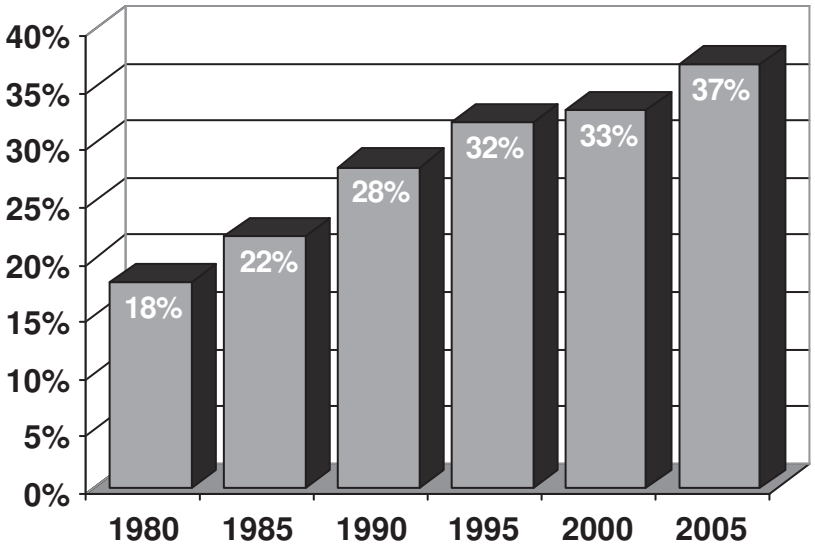
Questions about Birth Certificates or to request blank Acknowledgement of Paternity forms, contact:

Office of Vital Statistics
275 E Main Street
Frankfort, KY 40621
Phone: 502.564.4212
Fax: 888.690.7382

SECTION 2
The Kentucky Paternity Acknowledgement Program

More than 1.6 million babies were born to unmarried women in 2006, the highest number ever recorded in the United States. Over the past two decades, the number of American children born out-of-wedlock has increased dramatically. In 1980, 18% of births in the United States were to unmarried parents; by 2005, that number had increased to 37%, over a third of all births.

PERCENT OF BIRTHS TO UNMARRIED WOMEN IN THE U.S.



Source: National Center for Health Statistics, 2006

The rising out-of-wedlock rate has caused great concern among policy makers, largely because high rates of births to unmarried parents are closely related to elevated rates of child poverty and increased welfare dependency. Children who do not have a legal father also are deprived of other benefits, including the psychological security of knowing both parents, the economic security of child support, social security and veteran's benefits; potential health insurance coverage; knowledge of medical history, and; social identity.

GOALS OF THE KENTUCKY PATERNITY PROGRAM

The Paternity Acknowledgement Program has the potential to increase the number of legal paternity establishments for children born to unmarried parents. The Program is designed to achieve the following objectives:

- Strengthen the voluntary acknowledgement of paternity process that currently operates in Kentucky's birthing facilities;

- Educate parents who are not married to each other about the importance of paternity acknowledgement for their children;
- Obtain the benefits of paternity establishment for increased numbers of Kentucky children born to unmarried parents;
- Improve the self-sufficiency of unwed mothers; and
- Reduce welfare costs.

IMPACT ON CHILD SUPPORT OPERATIONS

County contracting officials may receive copies of acknowledgements filed for children in their counties through the program's intranet site. For any pre-obligated child support case, a completed Voluntary Acknowledgement of Paternity, Declaration of Paternity or Three-Way Paternity Affidavit eliminates the need for a separate legal action to establish paternity. Each valid form provides the basis to petition directly for a child support order. In addition to establishing paternity, the information provided will aid in the locate function by providing contracting officials with pertinent information about the father collected at the child's birth.

ROLE OF THE HOSPITALS

Kentucky's birthing facilities play a critical role in the success of the paternity acknowledgement process. Under Kentucky law, hospitals must provide unmarried mothers with the forms and information necessary to acknowledge paternity voluntarily. Fortunately, the hospitals already have effective procedures for collecting birth information and processing birth records.

Hospital personnel contribute to the paternity acknowledgement process by:

- Presenting unmarried parents over eighteen (18) years of age the opportunity to acknowledge paternity voluntarily when their child is born;
- Providing parents with informational materials to help them understand what paternity acknowledgement can mean to them and their child;
- Ensuring that Voluntary Acknowledgement of Paternity forms are processed correctly so that the father's information may be placed on the child's birth certificate;
- Notarizing the Voluntary Acknowledgement of Paternity forms; and
- Forwarding the paternity affidavit and birth certificate to the local registrar at the Health Department in the county where the birth occurred for forwarding to the Office of Vital Statistics.

ROLE OF LOCAL REGISTRARS

Kentucky's local registrars also play an important role in the success of the Paternity Acknowledgement Program. Specifically, local registrars contribute to the Program by:

- Presenting unmarried parents the opportunity to acknowledge paternity after their child's birth has been recorded;
- Providing informational materials to parents to help them better understand what paternity acknowledgement means for them and their child;
- Assisting with the completion of forms;
- Notarizing the forms; and
- Forwarding the forms to the Office of Vital Statistics.

ROLE OF THE CABINET FOR HEALTH SERVICES

The Kentucky Cabinet for Health Services, Office of Vital Statistics is responsible for overall coordination and administration of the State's birth registration process. Specific roles related to the paternity acknowledgement process include:

- Contributing to the development of standards and instructions for completing paternity-related forms;
- Reviewing birth certificates and paternity documents to ensure that paternity for each child is properly recorded; and
- Providing data regarding paternity status.

ROLE OF THE CABINET FOR FAMILIES AND CHILDREN, DIVISION OF INCOME SUPPORT, CHILD SUPPORT ENFORCEMENT

The Kentucky Cabinet for Families and Children (CFC), Division of Income Support, Child Support Enforcement provides assistance to parents who wish to establish the paternity of their children and collect child support from a noncustodial parent. Under federal and state law, the CFC – Child Support Enforcement is also charged with implementing a simple process for unmarried parents to acknowledge paternity voluntarily, without going to court.

The CFC – Child Support Enforcement is a strong supporter of the process in Kentucky that allows unmarried parents to add the biological father's information to a child's birth certificate and is also responsible for coordinating the development of brochures, videotapes, and other educational materials to make unmarried parents aware of their option to acknowledge paternity and the importance of paternity acknowledgement.

The CFC – Child Support Enforcement has hired Policy Studies Inc. (PSI), a private contractor, to assist in performing the above functions. PSI will serve as the state's agent in working with the hospitals, registrars, child support offices and courts.

ROLE OF LOCAL CHILD SUPPORT ENFORCEMENT OFFICES

Some parents may choose to go to their local child support office to acknowledge paternity voluntarily if they did not acknowledge paternity in the hospital. The local child support offices will accommodate parents by:

- Presenting unmarried parents the opportunity to acknowledge paternity after their child's birth has been recorded;
- Administratively ordering genetic testing for the alleged father, mother and child if clear evidence of parentage is not present;
- Providing informational materials to parents to help them better understand what paternity acknowledgement means for them and their child;
- Assisting with the completion of forms, and notarizing the forms; and
- Forwarding paternity documentation to the Office of Vital Statistics.

Local child support offices will ultimately use some of the paternity forms that are completed in the hospitals and registrars' offices. If a parent comes to the child support office seeking assistance with child support, the child support worker will determine whether paternity has been established for the child in the family. This will enable the worker to choose the best approach for proceeding with the family's case. If no voluntary paternity form has been completed, the child support office can assist parents in establishing paternity using other processes.

THE IMPORTANCE OF PATERNITY ESTABLISHMENT

Child support is only one aspect of paternity establishment. Paternity establishment provides a wide range of benefits for children and families, including the following:

Relationship — It is important for a child to know his or her mother and father, and to benefit from a relationship with both parents. Once a legal relationship is established with the father, that father is more likely to maintain his own relationship with the child. The father's extended family may also be more likely to participate in that child's life.

Identity — Children have a need to know both parents and their family history for a sense of identity and family belonging. In the hospital setting, only if unmarried parents acknowledge paternity will the father's information appear on the child's birth certificate. In the absence of a signed paternity form (or a formal paternity proceeding), the father's section on the birth certificate remains blank.

Medical	When parents acknowledge paternity, the child will have access to information about medical histories on both sides of his or her family. This is especially important in situations in which the child inherits a medical problem. Additionally, after a father completes a paternity form, he will be able to add the child to his health insurance policy.
Custody & Visitation	If parents are not married to each other at the time of a child's birth, the mother is presumed to have custody. However, once legal paternity is established, the father can petition the court for visitation rights and/or for a share in custody arrangements.
Adoption	A legal father gains the right to have a voice in any plans to have the child adopted by someone else. This provides an important safeguard for the father, the child, and prospective adoptive parents.
Financial Benefits	Legal paternity allows the child to qualify for important financial benefits from the father. Possibilities include social security, life insurance, veteran's benefits and inheritance rights in the event that something happens to the father.
Child Support	Both parents are expected to contribute to their child's financial and emotional security because BOTH parents are legally and financially responsible for a child. This reduces the likelihood that either parent will have to apply for public, financial or medical assistance. If the parents choose to separate and paternity has already been established, it will be easier for the custodial parent to obtain court ordered child support to aid in providing for the child, if necessary. The income from child support may prevent a child from living in poverty.
Legal Rights	Establishing paternity means that a child will have the same **LEGAL RIGHTS** as a child born to married parents.

Clearly, paternity acknowledgement is important for a number of reasons. The Paternity Acknowledgement Program provides an easy process that allows parents to acknowledge paternity without going to court. Kentucky's hospitals, local registrars, contracting officials, Child Support Enforcement and the Office of Vital Statistics have formed a unique collaboration for the benefit of the state's children and families.

SECTION 3
Overview of the Voluntary Paternity Acknowledgement Process

Under Kentucky law, hospitals are responsible for giving parents not married to each other the opportunity to establish paternity legally. Hospitals will make available printed materials and videotapes or audio tapes in an effort to educate parents about paternity acknowledgement and the availability of child support. To establish paternity at the time of birth, parents must complete the Voluntary Acknowledgement of Paternity form (VS-8B). The hospital's role is to ensure that parents not married to each other have every opportunity to understand the consequences of establishing paternity and to complete this form if they so desire. To fulfill this role, hospital personnel must:

- Provide staff to meet with parents over eighteen (18) years of age who are not married to each other;
- Inform parents of their option to acknowledge paternity;
- Provide the parents with information about paternity establishment (both in writing and orally, by audio tape or videotape);
- Ensure the availability of a Notary Public so that *Voluntary Acknowledgement of Paternity form*s can be completed in the hospital; and
- Forward all completed Voluntary Acknowledgement of Paternity forms, along with the birth certificate, to the local registrar's office in the county where the birth occurred no later than ten (10) days after the birth.

The Voluntary Acknowledgement of Paternity form collects much of the same information as the birth certificate and in most cases, the information on the two documents must match. Consequently, hospitals should process the Voluntary Acknowledgement of Paternity forms along with the birth certificates and be prepared to compare the two documents to ensure their accuracy.

PROVIDING GENERAL INFORMATION TO PARENTS

Informing unmarried parents of their option to acknowledge paternity and providing them with the information about paternity establishment can be difficult in light of the extremely short length of stay in hospitals. To fulfill this requirement, and to maximize the chances of parents making informed decisions, consider the following:

Many hospitals currently distribute information to mothers as part of a pre-registration process. If information relating to birth certificates and paternity acknowledgement is not part of this process, including it should be considered.

Parents who receive paternity information in advance of their child's birth will have more time to consider their options, and will need less education once they arrive at the hospital.

Information relating to paternity acknowledgement may be distributed to the physicians and other prenatal care providers that admit patients to your facility. A brochure about the Paternity Acknowledgement Program is available for distribution and Paternity Acknowledgement Program staff are available for education and outreach efforts. The distribution of basic information through prenatal care providers will allow mothers and fathers to come to the hospital with a greater understanding of the paternity acknowledgement process and its requirements.

If information is introduced to the parents at the time of delivery, it is important to understand the sensitive nature of this process. It is also important that parents understand that this program is entirely voluntary; parents should never be pressured into completing the forms.

INSTRUCTING PARENTS AND ANSWERING QUESTIONS

Some fathers may not be present when the birth certificate is being prepared. Remind the parents that they must *both* sign the form and that *both* signatures must be notarized. Otherwise, the father's information will not go on the birth certificate when it is filed at the Office of Vital Statistics. Parents may sign the form in separate locations at different times provided each signature is appropriately notarized.

If the parents do **not** complete the Voluntary Acknowledgement of Paternity form in the hospital and then later want to place the father's information on the birth certificate, they must complete a Declaration of Paternity form at a local registrar's office or local child support office. If the mother has a case with the child support agency, she and the father need to complete the Declaration form in the county where she resides. Otherwise, parents can complete the form in any county.

The parents may have questions about their rights and obligations under the law. If the written and oral information does not answer all of their questions, advise them to contact the **Kentucky Paternity Acknowledgement Program toll-free Customer Service number (1-888-675-7425)**, their local county attorney's office or a private attorney. It is not lawful to give legal advice unless you are an attorney.

It should be made explicit to parents that if they are uncertain about paternity and are considering genetic testing, they should **not** complete the Voluntary Acknowledgement of Paternity form. Once the Voluntary Acknowledgement of Paternity form is signed, paternity is legally established sixty days after the last notarized signature on the form. Once sixty days have passed, paternity cannot be contested except through the court system.

FILLING OUT THE FORMS

This section provides a general description of the forms developed for the Kentucky Paternity Acknowledgement Program, how they should be completed and how they are used. These forms, which are designated by the Office of Vital Statistics, are the only documents having the same weight and authority as a judgment of paternity.

These forms are an integral part of the birth registration process and are permanent legal records. Discrepancies or alterations on the form may substantially alter the form's legal integrity. For example, what appears today to be a minor cross-out could be used seventy-five years from now to eliminate inheritance rights of a grandchild of these parents because the court questions when such a change was made. These forms, as with birth certificates, must stand alone through time as substantial legal documents.

A great alternative to completing the handwritten form is utilizing the electronic affidavit. The electronic version helps improve error rates and is simple to use. It allows you to type all the information into the form before printing for signatures.

Some basic rules for completing the forms are:

- Type or print the information on the forms using permanent black ink.

- Corrections, such as cross-outs or the use of "white-out", should not be made. If any changes need to be made, please complete a new form. Again, using the electronic affidavit eliminates these issues and is strongly encouraged.

- Most information on the forms must match the information on the birth certificate.

- All information requested on the forms should be provided. No line items should be left blank. In some very limited cases complete information may be unavailable. However, explanations must be provided for missing information. For example, a parent born in Thailand may know the country but not more specific information about his or her birthplace. A response of "unknown" would be acceptable in such a case. Also, if a parent has no Social Security Number, it is important to write or type all 9's or 0's in the space allotted for the number.

- Paternity forms will not be accepted if parents do not provide complete information. If parents refuse to provide certain information, the paternity form would be considered incomplete and the father's information will not be added to the birth certificate. In rare cases, if information is not obtainable, exceptions may be made by the Office of Vital Statistics. However, no paternity form will be accepted if missing the father's name, parents' signatures or a notary's signature.

- The signatures of all parties completing the forms must be notarized. The notary must be confident that the parents have provided appropriate identification.

VOLUNTARY ACKNOWLEDGEMENT OF PATERNITY – FORM VS-8B

The VS-8B form is used **only** in the hospital at the time of birth to acknowledge paternity. Completion and notarization of the form by both parents enables the father's information to be included on the child's birth certificate. The form establishes a legal finding of paternity unless either parent files a rescission within 60 days.

The VS-8B form is used in the hospital when all of the following conditions are met:

- The unmarried mother gives birth in Kentucky
- Neither parent is a minor (under 18 years of age)
- The mother was not married at the time of the child's birth or conception, or any time in-between
- If the mother was married but is separated for 10 months or greater she may complete this with the biological father
- Both the mother and the biological father wish to acknowledge paternity at the time of the birth
- The birth record has not already been sent to the local registrar's office

COMPLETING THE FORM

Father's Section*:*
Name of Father – The name of the father on the VS-8B form must be listed exactly as it will be on the birth certificate. List first, middle, and last names.

Sex of Child – Enter the sex of the child (male or female).

Name of Child – The name of the child listed on the VS-8B form must **exactly** match the name given to the child on the birth certificate. List first, middle, and last names.

Date of Birth of Child – The date of the child's birth must **exactly** match the date on the birth certificate. The name of the month should be listed as alphabetic. Do not use numeric format for the month of birth.

Place of Birth of the Child – Enter the hospital, city and county where this birth occurred.

Date of Birth of the Father – Enter the father's date of birth listing the month of birth alphabetically.

Place of Birth of the Father – Enter the city and state or the foreign country where the father was born.

Education of the Father – Enter the highest grade completed by the father.

Race of the Father – Enter the father's race or ethnic origin as reported by him in this space (e.g., Asian, Black, White, Hispanic). If the father is biracial, list each race.

Hispanic Origin of the Father – Enter "Yes" if the father is of Hispanic origin; enter "No" if he is not. If you entered "Yes," specify the father's country of origin.

Social Security Number – This item is required. It is not acceptable to leave it blank. If the father does not have a social security number, write or type all 9's or 0's in this space. A father may not have a SSN if he was born in a foreign country and is not a US citizen.

Address of the Father – Enter the father's current residential address, including street address, apartment number (if applicable), city, state, and zip code. Do not use a post office box address.

Signature of Father – The father must sign the form **in the presence of a Notary Public.**

Notarization – The notarization must be completed for **each** parent, even in cases where the signatures are provided at the same time. The Notary is attesting to the validity of the individual signatures, not the form in its entirety.

Mother's Section:
Name of Mother – The name of the mother on the form must **exactly** match the name given on the birth certificate. List the mother's first, middle, and last names.

Father's Name – Enter the father's full name, including first, middle and last names. This name should match the father's name as listed in the Father's Affidavit.

Maiden Name of Mother – Enter the mother's maiden name or birth name. If the mother's current name is the same as her maiden name, **repeat** this name in both spaces.

Mother's Date of Birth – Enter the mother's birth date using the same format and date as on the birth certificate.

Social Security Number – This is required and must **exactly** match the SSN provided on the birth certificate. It is not acceptable to leave it blank. If the mother does not have a social security number, write or type all 9's or 0's in this space. A mother may not have a SSN if she was born in a foreign country and is not a US citizen.

Address of the Mother – Enter the mother's current residential address, including street address, apartment number (if applicable), city, state, and zip code. Do not use a post office box address.

Name of Child - The child's name can be changed when paternity is established by entering the new name on this line of the Voluntary Acknowledgement of Paternity or Declaration of Paternity form. Thereafter, a name change requires a court order.

Signature of Mother – The mother must sign the form **in the presence of a Notary Public.**

Notarization – The notarization must be completed for **each** parent, even in cases where the signatures are provided at the same time. The Notary is attesting to the validity of the individual signatures.

Child's Name Should Read – This line will be the legal name of the child. If completed at the hospital, this line will most likely be the same as the Name of the Child in the father's section. If there are any discrepancies between the two it may indicate a discrepancy between the parents on what the legal name of the child will be or how it should be spelled.

Authorized Hospital Representative Section:
This form is used exclusively by hospitals and this section is for invoicing purposes. It must be completed in order for payment to be made to the hospital. An authorized hospital representative should enter his or her name and complete the name and address of the facility in the spaces provided after the form is completed. The form can be pre-stamped with this information. The representative must also sign the bottom line of this section.

DECLARATION OF PATERNITY – FORM VS-8

The VS-8 form is used to acknowledge paternity after a birth certificate has been sent to the Office of Vital Records. This form amends the birth certificate to add the father's information. Parents may complete the VS-8 form at any county Registrar's Office, Child Support Office or County Attorney's Office, or independently. In addition to adding the father's information to the birth certificate, this form establishes legal paternity unless either parent files a rescission within 60 days of completing the form.

The VS-8 form is used when all of the following conditions are met:

- The mother gives birth in Kentucky
- The birth record has been sent to the local registrar's office
- The mother was not married at the time of the child's birth or conception, or any time in between; or, if married, she was separated from her husband for at least ten (10) months prior to the child's birth
- Both the mother and the biological father wish to acknowledge paternity

COMPLETING THE FORM

Father's Section:
The same instructions apply to this section as was described for the father's affidavit section of the Voluntary Acknowledgement of Paternity form, VS-8B.

Mother's Section:
The same instructions apply to this section as was described for the mother's affidavit section of the Voluntary Acknowledgement of Paternity form, VS-8B with special attention to the "Child's Name Should Read" line.

Child's Name Should Read – This line will be the legal name of the child. If parents wish to change the child's name-first, middle or last-they use this line to do so. Changing the child's name is not required, but parents often wish to give the child the father's last name at this time if not already done so.

THREE-WAY PATERNITY AFFIDAVIT – FORM VS-8C

The VS-8C form is completed when a mother is married at the time of a child's birth, conception or any time in-between to a man who is not the father of the child **and** was not separated from her husband during the ten (10) months prior to the child's birth.

In order for the mother and the child's father to voluntarily acknowledge paternity in this situation, the mother's husband must be willing to deny his paternity and give up his rights as a legal parent. If all three parties (mother, husband and child's father) are willing, they may complete the Three-Way Paternity Affidavit.

The VS-8C form is used when all of the following conditions are met:

- A mother gives birth in Kentucky
- The mother was married at the time of the child's birth or conception or at any time in-between to a man who is not the biological father
- The mother was not separated from her husband (not the child's biological father) during the ten (10) months prior to the child's birth
- The mother's husband is willing to deny his paternity and give up his rights as a legal parent
- Both the mother and the biological father wish to acknowledge paternity
- The birth record has been sent to the local registrar's office

This form is only available from the Office of Vital Statistics. Parents who wish to complete this process should contact that office for information and assistance.

RESCISSION OF ACKNOWLEDGEMENT OF PATERNITY – FORM VS-8E

The VS-8E form is used when either the mother or the father who originally signed a previously completed acknowledgement of paternity form (VS-8, VS-8B or VS-8C) wishes to rescind the legal finding of paternity for the child. The form must be completed, notarized and filed with the State Registrar of Vital Statistics within the earlier of 60 days from the date of the last signature on the acknowledgement form, or the date of an administrative or judicial proceeding relating to the child. The State Registrar will remove the father's information from the birth certificate 60 days from the date the rescission is filed unless otherwise directed by a court order.

The VS-8E form is used when all of the following conditions are met:

- A mother gives birth in Kentucky
- A voluntary acknowledgement of paternity form (VS-8, VS-8B, or VS-8C) has

previously been completed, creating the legal finding of paternity

- Either party (mother or father) who originally signed the acknowledgement of paternity form wishes to rescind (cancel) the legal finding of paternity and to have his name removed from the child's birth certificate

- The form is completed, notarized and filed with the Registrar of Vital Statistics **within the earlier of:** 1) 60 days from the date of the last signature on the acknowledgement of paternity form OR 2) The date of an administrative or judicial proceeding relating to the child.

COMPLETING THE FORM

Section 1 – Information About the Child
The child's name, date of birth, sex and birthplace must match the information provided on the Voluntary Acknowledgement of Paternity form and the birth certificate.

Section 2 – Information as it Appears on the Acknowledgement of Paternity Form
The mother's name and maiden name; and the father's name must match the information provided on the Voluntary Acknowledgement of Paternity form.

Section 3 – Rescinding Party's (Mother's or Father's) Information
Name – Enter the name of the rescinding party as it appears on the original Voluntary Acknowledgement of Paternity form.

Social Security Number – Enter the SSN of the rescinding party.

Date of Birth – Enter the birthdate (mm/dd/yy) of the rescinding party.

Present Address – Enter the current residential address of the rescinding party.

Daytime Phone Number – Enter the telephone number where the rescinding party can be reached during the day.

Rescinding Party's Signature - The rescinding party must sign the form **in the presence of any Notary Public.**

Notarization – The notarization must be complete. The Notary is attesting to the validity of the individual signatures, not the form in its entirety.

Rescission forms are available through the local registrar for use by local child support offices, county attorneys, and health centers. They can be completed and signed in front of any notary public.

If the rescission form is incomplete, incorrect, or filed past the time frame, it will require a court action to remove the father's name from the child's birth certificate.

Once a rescission is filed by the Office of Vital Statistics, if the requirements of the rescission are met and filed, Vital Statistics staff will track the rescission for sixty days and remove the father's name from the child's birth certificate at that time.

SECTION 4
Special Issues

MARRIED MOTHERS

The Paternity Acknowledgement Program in the hospital is for unmarried mothers only. This is because when a woman is married at the time of the child's birth or conception, or any time in between, the law considers her husband to be the father – even if he is not the biological father. The husband is the "presumed father," and his information must be included on the child's birth certificate as part of the birth registration process at the hospital. The only exception to this is if the mother has been separated from her husband for 10 months or more prior to the child's birth.

If a married mother and the child's father (not the husband) do wish to acknowledge paternity voluntarily, they may be able to do so if they have been separated for 10 months or greater. If they have not been separated for 10 months or greater, then her husband is considered the legal father of the child.

If a married mother and her husband were separated for 10 months prior to the child's birth:

- The husband's name and information does not have to be included on the child's birth certificate.
- The mother and biological father may voluntarily establish paternity at the hospital. Hospital staff must attach a note to the affidavit stating that mom and husband were separated for 10 months or greater. The absence of a note will cause the form to be rejected and returned.
- The mother and the biological father may also voluntarily establish paternity by completing and filing a Declaration of Paternity through the local registrar.

If a married mother and her husband were not separated for 10 months prior to the child's birth:

- The husband's name and information must be included on the child's birth certificate. If the mother refuses the husband's information, the birth certificate clerk should indicate that on the birth certificate form by stating "married but mother refused father's information."
- In order for the parents to use the voluntary acknowledgement process, the mother's husband must be willing to deny his paternity and give up his rights as a legal parent.

If the husband is available…

If all three parties (mother, husband and child's father) are willing, they may complete a Three-Way Paternity Affidavit (VS-8C). This form allows the husband to deny that he is the father of the child and then allows the mother and the child's biological father to acknowledge paternity. All three individuals must complete the form, and their signatures must be notarized. Parents who wish to establish paternity in this way must contact the Office of Vital Statistics.

If the husband is not available…

If the mother and her husband were not separated for ten months prior to the child's birth, and the husband is unwilling or unavailable to sign the Three-Way Paternity Affidavit, the mother and the child's father may not use the voluntary process to acknowledge paternity. They may be able to get assistance dealing with this situation by consulting a private attorney or their local county attorney's office.

Note: Even if a Three-Way Paternity Affidavit is not completed, the mother may choose any surname she desires for the child. The child's name is not dependent upon the completion of any paternity related form(s).

TRANSLATIONS

Translations of the Voluntary Acknowledgement of Paternity form are available in Spanish. Given the legal implications of signing a paternity form, it is critical that parents understand the substance of the forms. If a Spanish-speaking parent cannot read the form in English, provide her or him with the Spanish version to read or allow them to view the voluntary paternity informational video in Spanish.

Note: Remember that the Spanish version of the Voluntary Acknowledgement of Paternity form is simply a guide. **The English version is the form that must be completed.**

DISESTABLISHING PATERNITY

The Voluntary Acknowledgement of Paternity form is considered a "legal document" in the State of Kentucky from the time that it is notarized. Even if the birth clerk has not yet filed it with the State Office of Vital Statistics, it is considered a "legal document." If a parent changes their mind within 60 days, they can rescind their signature. A rescission will not cause or allow an amendment to the birth certificate. However, it will remove the man as the legal father of the child. Upon the expiration of the sixty-day rescission period, "a verified voluntary acknowledgement of paternity may be challenged in court only on the basis of fraud, duress, or material mistake of fact, with the burden of proof upon the challenger."

LEGAL ADVICE

The paternity forms, brochures and audio-visual aids contain information about establishing paternity and the rights and responsibilities of parents. If parents ask legal questions, hospital personnel and local registrars instruct them to read the forms or other information. If the written information does not answer the parents' questions, and their questions are legal in nature, they direct the parents to an appropriate source of information. For example, a mother with questions about her public assistance benefits must be referred to her Kentucky Temporary Assistance Program (KTAP) caseworker. Child support questions can often be answered by the county attorney's office staff or regional child support office staff. Parents are also advised that they can seek private legal counsel if they have legal questions.

ACCESS TO PATERNITY FORMS

Original completed Voluntary Acknowledgement of Paternity and Declaration of Paternity forms are stored permanently at the Kentucky Office of Vital Statistics and are not considered public record. Any access to paternity forms will only be granted by a court order or by a local child support office. Questions about access should be directed to the Office of Vital Statistics.

SAFETY

If a woman fears for her safety, because of violence or potential violence from the father or another individual, or otherwise does not want to voluntarily acknowledge paternity, she does not have to name the father of the child. It is important to remember this is a voluntary program and mothers should never be pressured into establishing paternity.

IDENTIFICATIOON

The Notary Public should obtain a picture ID from any individual who is completing a paternity form. In rare instances, however, the parents of the child may not be able to produce such identification. In these situations, you should exercise your judgment about what constitutes appropriate identification. Flexibility is important, but the Notary must also be comfortable that the individual signing the form is in fact the person he or she claims to be.

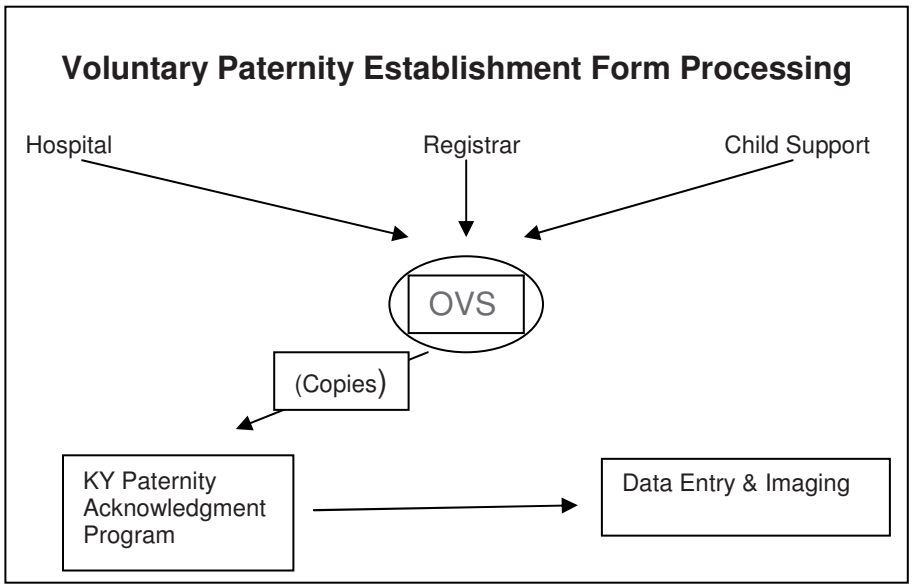
GENETIC TESTING

If parents are unsure about paternity or if they have questions about obtaining genetic testing, refer them to the local child support office in the county where the mother lives.

SECTION 5
What Happens to the Completed Forms?

Within 10 days of the birth of a child, hospital personnel must send the birth certificate to the local registrar's office in the county where the birth occurred. The original Voluntary Acknowledgement of Paternity form must also be sent to the local registrar's office in the county where the birth occurred. The forms must be sent at the same time the birth certificate is forwarded to the local registrar. Upon receipt of the birth certificate and Voluntary Acknowledgement of Paternity form, the local registrar reviews the form to ensure that neither parent is a minor, that the signatures have been notarized, and that all items are completed.

Local registrars and others send all voluntary paternity establishment forms (VS-8 and VS-8B) and rescission forms (VS-8E) to the Office of Vital Statistics to be filed. Three-Way Paternity Affidavit forms (VS-8C) are handled only by the Office of Vital Statistics, which also files these forms. Once the information is recorded and birth records are completed or amended, Kentucky Paternity Acknowledgement Program staff will collect copies of the paternity establishment forms and information from these forms will be entered into a confidential database. Copies of the forms are then uploaded to a secure online database in the event that a local child support office would need access to the form.



HOW THE FORMS ARE USED

The purpose of the paternity acknowledgement process is to allow parents to establish paternity voluntarily. If the parents are not married to each other, completing a Voluntary Acknowledgement of Paternity or a Declaration of Paternity is the only way to add a father's information to a child's birth certificate without going through a court or administrative process. Proper completion of the forms is essential because there may not be a chance to correct them later if they are rejected. This would ultimately mean that the child's relationship with the father would not be legalized, even though the mother and father think that paternity has been established. In addition, the father's information would not appear on the child's birth certificate. The birth certificate with the father's information included will be used as a form of identification for many purposes. In some cases, the paternity forms will also be used as a back-up. Uses of the information on the birth certificate include:

- **Child support.** The main users of the birth record are the local child support enforcement agencies. If one parent is seeking child support assistance from the other parent, a paternity form may be used in court to establish a child support obligation.

- **Visitation or custody.** The father may use the birth record when attempting to obtain a visitation order or to ask a court for a change in custody arrangements.

- **Health insurance.** A father's employer may need a copy of the birth record to substantiate the child's eligibility for health insurance.

- **Other financial benefits.** The federal government may need a copy of the birth record to verify the child's eligibility for benefits based on a relationship with the father. This might include military allotments, social security or veteran's benefits.

- **Inheritance.** The child (or a representative) may need a copy of the birth record to prove a relationship with the father for inheritance purposes.

- **Adoption.** A father can use the birth record to prove a right to be involved in any adoption decisions involving the child.

Voluntary paternity establishment is important for children, mothers, and fathers. Your participation in the Paternity Acknowledgement Program makes a big difference for Kentucky families!

SECTION 6
Parents' Rights and Responsibilities

In accordance with KRS 213.046, when a birth occurs in a hospital or in route to the hospital to a woman who is unmarried, the hospital representative shall present to the mother and father, if available, except when either parent is a minor, information regarding paternity establishment. If the parents agree, the hospital representative shall provide the Voluntary Acknowledgement of Paternity form for the parents to complete in the presence of a notary. The form shall accompany the birth certificate to the Office of Vital Statistics, where the father's name will be added to the birth certificate. A copy of the Voluntary Acknowledgement of Paternity form will then be forwarded to Child Support Enforcement.

All unmarried parents should review the following before completing a Voluntary Acknowledgement of Paternity form:

- If I have questions regarding the legal effect of signing this form, I should seek legal advice.
- I have the right to request genetic testing prior to signing this form if I have any doubts concerning the paternity of the child whose name appears on the affidavit.
- I have read the paternity acknowledgement information. I have been given an oral explanation of the voluntary acknowledgement process and alternatives available to me, or I have heard an audio tape or seen a video providing this information.
- I have the right and have been given the opportunity to ask questions before signing this form. "Opportunity to ask questions" includes contacting the child support agency at the toll free number given below, even if this means delaying my signing this form.
- I may be responsible to provide child support and medical insurance for this child at least until said child reaches the age of emancipation, or is otherwise legally emancipated.
- If this child receives public assistance, I may be required to make child support payments to the State.
- I may be responsible for hospital and doctor's fees for the birth of this child.
- This signed acknowledgement may be rescinded (taken back) by either parent signing the form the earlier of 1) 60 days or 2) administrative or judicial proceedings relating to the child including setting support. Afterwards the acknowledgement may be contested in court only on the grounds of duress, fraud or material mistake of fact.
- I do not automatically have custody or visitation rights by signing this form. I must go to court for those issues to be decided.
- This form will be sent to the Office of Vital Statistics. If all items are correctly completed and the affidavit is notarized, my name will be placed on the child's birth certificate as the father.
- If this form is not signed in front of a notary, my name cannot be placed on the birth certificate as the father.

THIS IS A LEGALLY BINDING DOCUMENT AND HAS THE SAME WEIGHT AND AUTHORITY AS COURT ORDERED PATERNITY.

ANY CHANGES TO THE BIRTH CERTIFICATE AFTER THIS FORM HAS BEEN FILED WITH THE OFFICE OF VITAL STATISTICS SHALL REQUIRE A COURT ORDER.

FOR INFORMATION regarding rights and responsibilities, written materials and information concerning genetic testing call:

Child Support Enforcement
TOLL FREE NUMBER: 1-888-675-7425
Monday thru Friday (8:00 AM to 4:30 PM, EST)

SECTION 7
Hospital Staff Best Practices

Kentucky's Paternity Acknowledgement Program strives to ensure the very best for all of Kentucky's children and the role you play in paternity establishment is vital! In order to accomplish this goal, we have created a list of "Best Practices" to help you offer the best possible paternity program to your patients. We understand that hospital size, location and other variables may impact the feasibility of these practices. Therefore, we encourage you to modify them to accommodate your hospital's policies and resources.

1. Distribute KYPAP materials to other hospital components that work with expecting mothers. Examples of these are: prenatal classes, pre-admission packets, volunteer services, pre-natal and/or ante-partum services, etc.

2. Place KYPAP materials inside patient rooms, in lobbies, on the nurses' station counter, or on bulletin boards. Do whatever you can to make sure patients have the KYPAP brochure before you see them.

3. Consider changing or expanding availability of hospital staff to accommodate working fathers by providing an opportunity to complete the form on nights and/or weekends. Train nurses and/or volunteers to complete the form during evening and weekend hours.

4. Increase the number of notaries available. Some potential hospital staff that may already be notaries may include chaplains, security officers, social workers and department managers.

5. Make use of the KYPAP parent video. Get the KYPAP video on the hospital education channel (if you have one) or have it shown with other videos viewed by parents in the hospital.

6. If you work in Medical Records, ask for access to a computer in the Women's Center for you to complete the form (or a laptop on a rolling cart that you can take into a patient's room) rather than having to go back to your office to complete the paperwork. This will save you a lot of time.

7. If you are not located in the Women's Center, call the patient to set up an appointment and encourage them to read/watch any materials about paternity establishment that they already have.

8. Ask everyone besides the mother and father of the baby to leave the room when gathering the birth certificate information and explaining paternity establishment. This will help you get the information more quickly and it will provide increased privacy for your patients. Also, consider speaking with parents separately if you sense that the father feels pressured.

9. Develop a rapport with OB/GYN offices to request a list of moms with expected delivery dates. Use this list to mail materials on paternity establishment one month prior to delivery.

10. Remind parents if they do not fill out the Voluntary Acknowledgement of Paternity form at the hospital, they can complete it at their local Health Department at any time. Provide KYPAP materials to mothers electing NOT to sign the in-hospital Voluntary Acknowledgement of Paternity forms in case they change their minds.

11. Notify the KYPAP office concerning personnel changes in your office and the need for training new/additional staff.

For more information, contact the Kentucky Paternity Acknowledgement Program at 1.888.675.7425.

APPENDICES
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- Sample Paternity Acknowledgement Forms (English and Spanish) and Payment Invoice
- Overview of Federal and State Law
- Becoming a Notary Public, Notary Application and Notary Checklist
- Local Child Support Offices and County Attorneys
- Local Registrar Contacts
- Script for Explaining and Completing a Paternity Acknowledgement
- KYPAP Materials
- Basic Paternity Acknowledgement Presentation
- “Dads Make a Difference” Article

VS-8B (Rev 1-02)

COMMONWEALTH OF KENTUCKY
State Registrar of Vital Statistics
VOLUNTARY ACKNOWLEDGMENT OF PATERNITY

Pursuant to KRS 213.046, I, _____, having been duly sworn do hereby
(Full Name of Father)
state, affirm, and acknowledge that I am the natural father of a _____ child, named
(Sex)
_____ born on _____
(Full Name of Child at Birth) *(Month) (Day) (Year)*
at _____ , Kentucky.
(Hospital) (City) (County)
My date of birth is _____. I was born in _____.
(Month) (Day) (Year) (City) (State)
My highest grade of education completed was ____. My race is _____. I am of Hispanic Origin _____.
(Yes/No)
(If yes, specify) _____. My Social Security Number is _____.
(Cuban, Mexican, etc.)
My current address is _____.
(Street & Number, Apt. Number, City, State, Zip Code)

I HAVE READ AND UNDERSTAND MY RIGHTS AND RESPONSIBILITIES LISTED ON THE REVERSE SIDE.

_____
(Father's Signature)

Subscribed and sworn to before me on this the _____ day of _____ 20 _____

_____ _____
My Commission Expires *Notary*

I, _____, having been duly sworn do hereby state, affirm, and
(Full Name of Mother)
acknowledge that I am the natural mother of the above said child and that _____,
(Father's Name)
the above affiant, is the natural father of said child. My maiden name is _____.
My date of birth is _____. My Social Security Number is _____.
(Month) (Day) (Year)
My current address is _____.
(Street & Number, Apt. Number, City, State, Zip Code)

CHILD'S NAME SHOULD READ _____

I HAVE READ AND UNDERSTAND MY RIGHTS AND RESPONSIBILITIES LISTED ON THE REVERSE SIDE.

_____
(Mother's Signature)

Subscribed and sworn to before me on this the _____ day of _____ 20 _____

_____ _____
My Commission Expires *Notary*

AUTHORIZED HOSPITAL REPRESENTATIVE	FOR STATE AGENCY USE ONLY
_____ *(Name)*	
_____ *(Facility name)*	
_____ *(Facility Address)*	
_____ *(City, State, Zip)*	
_____ *(Preparer's Signature)*	_____ *(Division of Child Support Enforcement)*

PURSUANT TO KRS 213.046 When a birth occurs in a hospital, or enroute to the hospital, to a woman who is **unmarried**, the hospital representative shall present to the mother, and father, if available, **except when either parent is a minor**, information regarding the establishment of paternity. If the parents agree, the hospital representative shall provide the Voluntary Acknowledgment of Paternity form for the parents to complete in front of a notary. The Voluntary Acknowledgment of Paternity form shall accompany the birth certificate to the Office of Vital Statistics where the father's name will be added to the birth certificate. A copy of the Voluntary Acknowledgment of Paternity form will then be forwarded to the Division of Child Support Enforcement.

RIGHTS AND RESPONSIBILITIES OF THE PARENTS

I UNDERSTAND

…if I have questions regarding the legal effect of signing this form, I should seek legal advice.

…that I have the right to request genetic testing prior to signing this form if I have any doubts concerning the paternity of the child whose name appears on this affidavit.

…I have read the paternity acknowledgment information. I have also been given an oral explanation of the voluntary acknowledgment process, and alternatives available to me or I have heard an audio tape, or seen a video providing this information.

…I have the right and have been given the opportunity to ask questions before signing this form. "Opportunity to ask questions" includes contacting the child support agency at the toll free number given below, even if this means delaying my signing this form.

…the information that I have given on this form is true.

…I may be responsible to provide child support and medical insurance for this child at least until said child reaches the age of emancipation, or is otherwise legally emancipated.

…that if this child receives public assistance, I may be required to make child support payments to the State.

…that I may be responsible for hospital and doctor's fees for the birth of this child.

…that this signed acknowledgment may be rescinded (taken back) by either parent signing the form the earlier of

1) 60 days, or
2) administrative or judicial proceedings relating to the child including setting support.

Afterwards the acknowledgment may be contested in court only on the grounds of duress, fraud, or material mistake of fact.

…that I do not automatically have custody or visitation rights by signing this form. I must go to court for those issues to be decided.

…this form will be sent to the Office of Vital Statistics. If all items are correctly completed and the affidavit is notarized, my name will be placed on the child's birth certificate as the father.

…if this form is not SIGNED IN FRONT OF A NOTARY my name cannot be placed on the birth certificate as the father.

I UNDERSTAND THIS IS A LEGALLY BINDING DOCUMENT. IT HAS THE SAME WEIGHT AND AUTHORITY AS A COURT ORDERED PATERNITY.

I UNDERSTAND THAT ANY CHANGES TO THE BIRTH CERTIFICATE AFTER THIS FORM HAS BEEN FILED WITH THE OFFICE OF VITAL STATISTICS SHALL REQUIRE A COURT ORDER.

FOR INFORMATION regarding rights and responsibilities, written materials and information concerning genetic testing call:

Division of Child Support Enforcement
TOLL FREE NUMBER: 1-888-675-7425
Monday thru Friday (8:00 AM to 4:30 PM, EST)

MANCOMUNIDAD DE KENTUCKY
(COMMONWEALTH OF KENTUCKY)
Registro Estatal de Estadísticas Vitales (State Registrar of Vital Statistics)
RECONOCIMIENTO VOLUNTARIO DE PATERNIDAD

De conformidad con el KRS (Registro de Estadísticas de Kentucky) 213.046, yo ___*(Nombre completo del padre)*_____, habiendo jurado debidamente, por la presente declaro, afirmo y reconozco que soy el padre natural de _____*(sexo)*_____hijo/a, llamado ____*(nombre completo del niño en el momento de nacer)*____nacido en el ___*(mes)*_*(día)*_*(año)*_ en el ___*(hospital)*__*(ciudad)*____*(condado)*__ de Kentucky.

Mi fecha de nacimiento es ___*(mes)*_*(día)*_*(año)*_. Nací en la ciudad de __*(ciudad)*__*(estado)*__.

El grado más alto de educación que he completado fue _____. Mi raza es _____ .

Soy de origen hispano _*(sí /no)*_ . (Si es afirmativo especifique de donde) __*(cubano, mexicano, etc.)*__.

Mi Número de Seguro Social es _____.

Mi dirección actual es _____*(Calle y número, Apartamento, Ciudad, Estado y Código Postal)*____.

HE LEIDO Y ENTENDIDO MIS DERECHOS Y RESPONSABILIDADES LISTADOS EN EL REVERSO DE LA PAGINA.

_____*(Firma del padre)*_____

Firmado y jurado ante mí en el día ___ de _____

*(Mi cargo vence)*_____ _____(*Notario*)_____

Yo, ____*(Nombre completo de la madre)*___ , habiendo jurado debidamente por la presente afirmo, declaro y reconozco que soy la madre natural del niño/a mencionado arriba y que ____*(Nombre del padre)*_____ , el arriba declarante, es el padre natural de dicho hijo/a. Mi nombre de soltera es _____ .

Mi fecha de nacimiento es ___*(mes)*_*(día)*_*(año)*_. Mi Número de Seguro social es _____ .

Mi dirección actual es _____*(Calle y número, Apartamento, Ciudad, Estado y Código Postal)*___.

EL NOMBRE DEL NIÑO DEBERIA LEERSE_____
HE LEIDO Y ENTENDIDO MIS DERECHOS Y RESPONSABILIDADES LISTADOS EN EL REVERSO DE LA PAGINA.

_____*(Firma de la madre)*_____

Firmado y jurado ante mí en el día _____ de _____

*(Mi cargo vence)*_____ _____(*Notario*)_____

REPRESENTANTE AUTORIZADO POR EL HOSPITAL

_____*(Nombre)*_____
___*(Nombre de la institución)*_____
___*(Dirección de la institución)*_____
___*(Ciudad, Estado, Código Postal)*_____
_____*(Firma del preparador)*_____

PARA USO SOLO DE LA AGENCIA

__*(División Aseguradora del pago de la Manutención Infantil)*

De conformidad con el KRS (Registro de Estadísticas de Kentucky) 213, 046. Cuando un nacimiento tiene lugar en un hospital, o de camino al hospital, de una mujer que no está casada, el representante del hospital presentará a la madre, y al padre, si está disponible, excepto cuando cada padre es un menor, la información sobre el establecimiento de paternidad. Si los padres están de acuerdo, el representante del hospital deberá ofrecer el formulario de Reconocimiento Voluntario de Paternidad para que los padres lo completen delante de un notario. El formulario del Reconocimiento Voluntario de Paternidad deberá acompañar el certificado de nacimiento de la Oficina de Estadísticas Vitales (Office of Vital Statistics) donde se añadirá el nombre del padre al certificado de nacimiento. Una copia del formulario del Reconocimiento Voluntario de Paternidad será enviado entonces a la División aseguradora del pago de la manutención infantil (División of Child Support Enforcement).

DERECHOS Y RESPONSABILIDADES DE LOS PADRES

ENTIENDO QUE

…si tengo preguntas sobre los efectos legales de firmar este formulario, debería buscar asesoramiento legal.

…tengo derecho a pedir una prueba genética antes de firmar este formulario si tengo cualquier duda sobre la paternidad del niño cuyo nombre aparece en esta declaración jurada.

…he leído la información sobre el reconocimiento de paternidad. También me han explicado verbalmente el proceso de reconocimiento voluntario, y las alternativas que tengo a mi disposición o que he escuchado una cinta o visto un vídeo ofreciendo esta información.

…tengo el derecho y me han dado la oportunidad de hacer preguntas antes de firmar este formulario. La "oportunidad de hacer preguntas" incluye contactar con la agencia que se asegura del pago de la manutención del niño al número gratuito incluido abajo, incluso si esto supone un retraso en la firma de este formulario.

…la información que he dado en este formulario es cierta.

…puedo ser responsable de pagar la manutención del niño y el seguro médico del mismo al menos hasta que dicho niño tenga edad de emanciparse o esté legalmente emancipado.

…que si este niño recibe asistencia pública, puede que yo tenga que pagar la manutención del niño al estado.

…puedo ser responsable del pago de facturas de médico y de hospital por el nacimiento de este niño.

…que este reconocimiento firmado puede rescindirse (echarse atrás) por cualquiera de los padres que firmaron el formulario antes de

1) **60 días, o…**
2) **los procedimientos administrativos o jurídicos relacionados con el niño/a incluyendo la fijación de la manutención.**

Después del reconocimiento este sólo puede ser disputado en un tribunal (corte) sobre las bases de violencia, fraude, o fallo o hecho material.

…que por firmar este formulario no tengo la custodia inmediata o derechos de visitación. Debo ir al tribunal (corte) para que se tome una decisión sobre esos temas.

…que ese formulario será enviado a la Oficina de Estadísticas Vitales. Si todos los datos están correctamente rellanados y la declaración jurada está firmada por un notario, mi nombre aparecerá en el certificado de nacimiento del niño/a como padre.

…si este formulario no se FIRMA DELANTE DE UN NOTARIO mi nombre no puede escribirse en el certificado de nacimiento como el padre.

ENTIENDO QUE ESTE ES UN DOCUMENTO LEGALMENTE VINCULANTE. TIENE EL MISMO PESO Y AUTORIDAD QUE UNA ORDEN DE PATERNIDAD DE UN TRIBUNAL (CORTE)

ENTIENDO QUE CUALQUIER CAMBIO EN EL CERTIFICADO DE NACIMIENTO DESPUES DE QUE SE HAYA RELLENADO ESTE FORMULARIO CON LA OFICINA DE ESTADISTICAS VITALES (OFFICE OF VITAL STATISTICS) REQUERIRA UNA ORDEN DEL TRIBUNAL.

PARA MAS INFORMACION sobre los derechos y responsabilidades, materiales impresos e información sobre pruebas genéticas llame a la:

Division of Child Support Enforcement
(División aseguradora del pago de la manutención infantil)
NUMERO DE LLAMADA GRATUITA: 1-800-248-1163
De lunes a viernes (de 8:00 de la mañana a 4:30 de la tarde, Hora de la Costa Este de los EE.UU.)

VS-8 (Rev 1-02)

COMMONWEALTH OF KENTUCKY
State Registrar of Vital Statistics

DECLARATION OF PATERNITY

FATHER'S AFFIDAVIT

Pursuant to KRS 213.046, I, _____, having been duly sworn do hereby
(Full Name of Father)
state, affirm, and acknowledge that I am the natural father of a _____ child, named
(Sex)
_____ born on _____
(Full Name of Child at Birth) *(Month) (Day) (Year)*
at _____, Kentucky.
(Hospital) (City) (County)
My date of birth is _____. I was born in _____.
(Month) (Day) (Year) *(City) (State)*
My highest grade of education completed was ____. My race is _____. I am of Hispanic Origin _____
(Yes/No)
(If yes, specify) _____. My Social Security Number is _____.
(Cuban, Mexican, etc.)
My current address is _____.
(Street & Number, Apt. Number, City, State, Zip Code)

I HAVE READ AND UNDERSTAND MY RIGHTS AND RESPONSIBILITIES LISTED ON THE REVERSE SIDE.

_____
(Father's Signature)
Subscribed and sworn to before me on this the _____ day of _____ 20 _____

_____ _____
My Commission Expires *Notary*

MOTHER'S AFFIDAVIT

I, _____, having been duly sworn do hereby state, affirm, and
(Full Name of Mother)
acknowledge that I am the natural mother of the above said child and that _____,
(Father's Name)
the above affiant, is the natural father of said child. My maiden name is _____.
My date of birth is _____. My Social Security Number is _____.
(Month) (Day) (Year)
My current address is _____.
(Street & Number, Apt. Number, City, State, Zip Code)
CHILD'S NAME SHOULD READ _____

I HAVE READ AND UNDERSTAND MY RIGHTS AND RESPONSIBILITIES LISTED ON THE REVERSE SIDE.

_____
(Mother's Signature)
Subscribed and sworn to before me on this the _____ day of _____ 20 _____

_____ _____
My Commission Expires *Notary*

RIGHTS AND RESPONSIBILITIES OF THE PARENTS

I UNDERSTAND

…if I have questions regarding the legal effect of signing this form, I should seek legal advice.

…that I have the right to request genetic testing prior to signing this form if I have any doubts concerning the paternity of the child whose name appears on this affidavit.

…I have read the paternity acknowledgment information. I have also been given an oral explanation of the voluntary acknowledgment process, and alternatives available to me or I have heard an audio tape, or seen a video providing this information.

…I have the right and have been given the opportunity to ask questions before signing this form. "Opportunity to ask questions" includes contacting the child support agency at the toll free number given below, even if this means delaying my signing this form.

…the information that I have given on this form is true.

…I may be responsible to provide child support and medical insurance for this child at least until said child reaches the age of emancipation, or is otherwise legally emancipated.

…that if this child receives public assistance, I may be required to make child support payments to the State.

…that I may be responsible for hospital and doctor's fees for the birth of this child.

…that this signed acknowledgment may be rescinded (taken back) by either parent signing the form the earlier of

1) 60 days, or
2) administrative or judicial proceedings relating to the child including setting support.

Afterwards the acknowledgment may be contested in court only on the grounds of duress, fraud, or material mistake of fact.

…that I do not automatically have custody or visitation rights by signing this form. I must go to court for those issues to be decided.

…this form will be sent to the Office of Vital Statistics. If all items are correctly completed and the affidavit is notarized, my name will be placed on the child's birth certificate as the father.

…if this form is not SIGNED IN FRONT OF A NOTARY my name cannot be placed on the birth certificate as the father.

I UNDERSTAND THIS IS A LEGALLY BINDING DOCUMENT. IT HAS THE SAME WEIGHT AND AUTHORITY AS A COURT ORDERED PATERNITY.

I UNDERSTAND THAT ANY CHANGES TO THE BIRTH CERTIFICATE AFTER THIS FORM HAS BEEN FILED WITH THE OFFICE OF VITAL STATISTICS SHALL REQUIRE A COURT ORDER.

FOR INFORMATION regarding rights and responsibilities, written materials and information concerning genetic testing call:

Division of Child Support Enforcement
TOLL FREE NUMBER: 1-888-675-7425
Monday thru Friday (8:00 AM to 4:30 PM, EST)

Voluntary Acknowledgement of Paternity
PAYMENT INVOICE

Child's Name_____ Date of Birth _____
(Last) (First) (MI)

AUTHORIZED REPRESENTATIVE	**FOR STATE AGENCY USE**
_____ Representative's Name	
_____ Physician or Facility Name	
_____ Physician or Facility Mailing Address	
_____ City State Zip	
_____ Representative's Signature	_____ Division of Child Support Enforcement

Instructions

For each Voluntary Acknowledgement of Paternity correctly completed and filed with the Office of Vital Statistics, the Division of Child Support Enforcement will pay the sum of ten dollars ($10). In order to receive payment:

- Please complete the information requested.
- Attach the completed "Payment Invoice" to the correctly completed and notarized VS-8 Form;
- Forward the original VS-8 Form to the Office of Vital Statistics at the address listed below.

OFFICE OF VITAL STATISTICS
ATTN: AMENDMENTS UNIT
275 EAST MAIN STREET 1E-A
FRANKFORT, KY 40621

Overview of Federal and State Law

FEDERAL AND STATE LEGISLATION

Legislation on the national and state levels has aimed to address the resulting problems when children are born to unmarried parents. Since 1994, states have been required to offer voluntary paternity acknowledgement opportunities through hospital-based programs. Kentucky's paternity program has been operational since 1992. In August of 1996, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) was enacted at the national level. PRWORA requires states to adopt additional laws supporting voluntary paternity acknowledgement. These additional provisions are designed to strengthen existing paternity programs.

Under PRWORA, all states were required to develop procedures for a simple civil process for voluntarily acknowledging paternity. In response to this requirement, the Kentucky Revised Statutes 213.036, 213.046, 406.021, 406.025, and 406.091 were revised effective July 15, 1998. Under these statutes:

- Both parents are given notice, orally and in writing, of alternatives to, consequences of, and the rights and responsibilities that arise from signing the acknowledgment form.

- Once a signed, notarized, voluntary acknowledgement-of-paternity form has been submitted to the state registrar of vital statistics, paternity is refutably presumed for the earlier of sixty (60) days or the date of an administrative or judicial proceeding relating to the child.

- An unchallenged acknowledgment of paternity is ratified without the requirement for judicial or administrative proceedings.

- The voluntary acknowledgement of paternity forms designated by the Office of Vital Statistics are the only documents having the same weight and authority as a judgment of paternity.

The Cabinet for Families and Children provides to all public and private birthing hospitals in the state:

- Written materials and audio/video materials concerning paternity establishment forms necessary to voluntarily acknowledge paternity;
- Copies of a written description and an audio/video description of the rights and responsibilities of acknowledging paternity; and
- Staff training, guidance and written instructions regarding voluntary acknowledgment of paternity as necessary to operate the program.

Becoming a Notary Public and Notary Application

The presence of an on-site Notary Public at the hospital is extremely important to successful implementation of the paternity acknowledgement process. Hospitals are required by law to offer voluntary paternity acknowledgement services to parents. If a Notary is not available, the hospital is not offering voluntary paternity acknowledgement services to the hospital and thus not fulfilling state law. Additionally, if there is not an on-site Notary, many parents who wish to acknowledge paternity simply will not be able to complete the acknowledgement process. If parents are only given the option to complete a voluntary acknowledgement form after leaving the hospital, they may fail to complete the form in the busy time following their child's birth. If left to complete the form on their own, parents may complete the form incorrectly, fail to get their signatures notarized, or neglect to return the form. As a result, paternity will not be acknowledged for many children, even though the father has expressed an interest in establishing a legal relationship with his child.

> *Since the availability of a Notary Public can mean the difference between success and failure in acknowledging paternity, all hospital staff who assist parents with the* ***Voluntary Acknowledgement of Paternity form*** *should apply to become a Notary. It is always advisable to have more than one Notary Public on staff to ensure that there is adequate coverage on different shifts, and in case of vacation, sick leave, or staff turnover.*

BECOMING A NOTARY PUBLIC IN KENTUCKY

Although the specific process for becoming a Notary differs from county to county, the basic steps are outlined below:

1. Complete a one-page application form;
2. Obtain the signature of a county official in your county; and
3. Send the application and a $10.00 fee (payable to the Kentucky State Treasurer) to: Notary Commissions, P.O. Box 821, Frankfort, KY 40602-0821

Once the application has been processed, your Certificate of Appointment will be sent to the county clerk in your county. A notice will also be sent to you. Within 30 days of receiving the notice letter, you will need to go to the county clerk's office and:

1. Post bond;
2. Take the Oath of Office; and
3. File and record your commission in the office of the county clerk.

For more specific information regarding these requirements, you should contact your county clerk's office. You can also visit this website for more information on becoming a Notary Public in Kentucky: www.sos.ky.gov/adminservices/notaries/

DECLARATION OF PATERNITY AFFIDAVIT CHECKLIST

Please verify all of the items below before *notarizing* a paternity affidavit:

- Affidavit must be filled out **COMPLETELY.** NO BLANKS!!!!
  - If parents do not have a SSN, put 9s or 0s in the space. **Do NOT leave blank.**
  - If mother's current last name and maiden name are the same, the maiden name blank still needs to be completed with her current last name.
  - Do not forget the "**Child's Name Should Read**" on the mother's portion. This MUST be completed.
- Mothers' and fathers' names must be on the correct portion of the form.
- Printing must be LEGIBLE and the affidavit must be done in dark INK or TYPED.
- REVIEW the document to make sure it makes sense. Common errors include:
  - Parents both use the same SSN or write the phone number instead of the SSN.
  - Parents use their child's date of birth as their own.
  - Parents claim to be born in the current year or both use the same DOB.
  - Parents' address is incomplete-missing city, state and zip.

Please verify all of the items below *before sending* a paternity affidavit:

- Both the mother's and father's sections must be NOTARIZED. This means that both sections must have the notary expiration, current date & signature.
- Notary expiration is not prior to date signed
- Notary's signature date is correct – many are miswriting the month or year.

If you have any questions at all, please call the KY Voluntary Paternity Acknowledgement Program.
1-888-675-7425
8-5, Monday through Friday.

Completed Affidavits must be mailed to

KY Office of Vital Statistics
ATTN: Amendments
275 East Main Street
Frankfort, KY 40601

What a difference a ***DAD*** makes!

TREY GRAYSON
KENTUCKY SECRETARY OF STATE

www.sos.ky.gov

APPLICATION FOR APPOINTMENT & REAPPOINTMENT FOR NOTARY STATE AT LARGE

PURSUANT to the provisions of KRS 423.010, the undersigned applies to the Secretary of State of the Commonwealth of Kentucky to be appointed to the Office of Notary Public for the **State at Large**. For this purpose the undersigned applicant makes the following statements:

1. Name of applicant :_____
(please print or type name as it is to appear on your commission certificate)

2. Date of birth: _____ 3. Daytime phone number: _____
(month-day-year)

4. Home address of applicant: _____
(street)

_____
(city) (state) (zip)

5. If a KENTUCKY RESIDENT, county of residence or county in which applicant's principal place of employment is located:

_____ County. ***(official signature below must be from same county listed on line 5)***

If a person is **NOT A RESIDENT OF KENTUCKY**, but is employed in Kentucky, **county** in which the applicant's principal place of employment is located: _____ County.

6. Application is being made for ☐ new appointment or ☐ reappointment. If a reappointment, present commission will expire: Month ____ Day ____ Year ___. (If previously a notary public and commission has expired, please check new appointment).

Please do not send your application for reappointment earlier than four (4) weeks before your current commission is to expire).

7. Applicant must meet following requirements: **1)** eighteen (18) years of age; **2)** if a Kentucky resident, a resident of the above-named county or principally employed in the county from which he or she is making application and if not a resident of Kentucky and employed in Kentucky, is principally employed in the above named county from which he or she is making application; **3)** of good moral character, i.e., not a convicted felon or if a convicted felon, civil rights have been restored by executive order; and **4)** capable of discharging the duties imposed upon the Office of Notary Public.

8. Signature of applicant:_____

PLEASE NOTE

YOU MUST COMPLETE THE CERTIFICATE OF APPROVAL BY OFFICIAL BEFORE MAILING TO NOTARY COMMISSIONS

The undersigned, an official authorized by statute to approve this application, states that the applicant herein is over eighteen (18) years of age, if a Kentucky resident , is a resident of or principally employed in the above-named county, or if not a Kentucky resident, but is employed in Kentucky, is principally employed in the above named county, is of good moral character, and is capable of discharging the duties imposed by law upon the Office of Notary Public of the Commonwealth of Kentucky.
NOW, THEREFORE, by virtue of the foregoing statements I have made and the authority granted to me by statute, my approval to the foregoing application is hereby granted.

SIGNATURE OF OFFICIAL:_____

PLEASE PRINT OR TYPE NAME:_____

OFFICIAL TITLE (INCLUDE COUNTY):_____

****PLEASE NOTE:** The Certificate of Approval must be signed by one of the following officials: **Circuit Judge, Circuit Clerk, County Judge/Executive, County Clerk, Justice of the Peace (Magistrate) or Member of the General Assembly** of the county of residence of the applicant or in the county in which the applicant's principal place of employment is located.

NOTARY APPLICATION FOR NEW APPOINTMENT & REAPPOINTMENTS
INSTRUCTIONS BY LINE

Line 1 List your name as it is to appear on the Certificate of Appointment

Line 2 List your date of birth

Line 3 List daytime phone number

Line 4 List your home address where your written notice of appointment will be mailed

Line 5 List County of application - If a Kentucky resident, the county of application is the county where the applicant resides OR is principally employed. For an applicant who is not a Kentucky resident, but is employed in Kentucky, the county of application is the county in which he or she is principally employed. (The county on this line should match the county of the official signature at the bottom on the certificate of approval.)

Line 6 Check new appointment or reappointment – if reappointment, list expiration date. If previously a notary public and your commission has expired, please check new appointment. Please do not send reappointments in earlier than four (4) weeks before your current notary will expire.

Line 7 Requirements for becoming a notary

Line 8 Signature of applicant as printed on Line 1

You must complete the Certificate of Approval by an Official BEFORE mailing to Notary Commissions

Mail completed application along with the fee of **$10.00** (payable to the **Kentucky State Treasurer)** to:

Notary Commissions
PO Box 821
Frankfort, KY 40602-0821

After the application has been processed by the Secretary of State, your Certificate of Appointment will be sent to the county clerk in the county of application. For a Kentucky resident, the county of application is the county where the applicant resides or is principally employed as designated in line 5. For an applicant who is not a resident of Kentucky, but is employed in Kentucky, the county of application is the county in which the non-resident is principally employed. At the same time the Secretary of State sends the Certificate of Appointment to the county clerk, a written notice will be sent to the applicant stating the Certificate of Appointment can be obtained from the county clerk's office. **Within thirty (30) days** of receiving your notice, you must go to the county clerk's office and

(1) Post Bond;

(2) Take the Oath of Office;

(3) File and record your commission in the office of the county clerk.

For specific information regarding the bonding and oath process, you should make direct contact with your county clerk. Failure to post bond and take the oath will cause your commission to become void. This will necessitate the submission of a new application and fee to become a commissioned notary.

Revised 03/08
SSN-514

Local Child Support Offices and County Attorneys

ADAIR COUNTY

Cumberland Service Region
Child Support Enforcement
67 Eagle Creek Drive, Suite 102
Somerset, KY 42503
(606) 677-4003 Toll free (888) 350-6802

Adair County Attorney
500 Public Square, Suite 2
Columbia, KY 42728
(270) 384-5932

ALLEN COUNTY

Two Rivers Service Region
Child Support Enforcement
746 E Main Street
PO Box 500
Glasgow, KY 42142-0500
(270) 651-0334 Toll free (888) 350-6820

Allen County Attorney
200 W Main St., Suite B
Scottsville, KY 42164
(270) 237-4450

ANDERSON COUNTY

Salt River Trail Service Region
Child Support Enforcement
916 N Mulberry, Suite 130
Elizabethtown, KY 42701
(270) 766-5085 Toll free (888) 350-6808

Anderson County Attorney
216 S Main Street
Lawrenceburg, KY 40342
(502) 839-9874

BALLARD COUNTY

The Lakes Service Region
Child Support Enforcement
110 Riverfront Drive
PO Box 1126
Hopkinsville, KY 42241-1126
(270) 575-7051 Toll free (888) 350-6803

Ballard County Attorney
132 N Fourth Street
PO Box 530
Wickliffe, KY 42087
(270) 335-3588

BARREN COUNTY

Two Rivers Service Region
Child Support Enforcement
746-E E Main Street
PO Box 500
Glasgow, KY 42142-0500
(270) 651-0334 Toll free (888) 350-6820

Barren County Attorney
Child Support Services
125 East Main Street
Glasgow, KY 42141
(270) 651-2787

BATH COUNTY

Northeastern Service Region
Child Support Enforcement
1539 Greenup Avenue, Suite 301
Ashland, KY 41101
(606) 920-2046 Toll free (888) 350-6819

Bath County Attorney
33 South Court Street
PO Box 1040
Owingsville, KY 40360
(606) 674-9624

BELL COUNTY

Cumberland Service Region
Child Support Enforcement
249 Old US 421
Manchester, KY 40962
(606) 598-8833 Toll free (888) 350-6814

Bell County Attorney
PO Box 190
Pineville, KY 40977
(606) 337-3113

BOONE COUNTY

Northern Bluegrass Region
Child Support Enforcement
2050 Creative Drive
Suite 160, Room 214
Lexington, KY 40505
(859) 246-2200 Toll free (888) 350-6815

Boone County Attorney
2988 E Washington Square
PO Box 775
Burlington, KY 41005
(859) 586-9100

BOURBON COUNTY

Northern Bluegrass Region
Child Support Enforcement
2050 Creative Drive
Suite 160, Room 214
Lexington, KY 40505
(859) 246-2200 Toll free (888) 350-6815

Bourbon County Attorney
301 Main Street, Room 101
Paris, KY 40361
(859) 988-0586

BOYD COUNTY

Northeastern Service Region
Child Support Enforcement
1539 Greenup Ave., Suite 301
Ashland, KY 41101
(606) 920-2046 Toll free (888) 350-6819

Boyd County Attorney
2717 Louisa Street
PO Box 245
Catlettsburg, KY 41129-0245
(606) 739-5828

BOYLE COUNTY

Southern Bluegrass Region
Child Support Enforcement
2050 Creative Drive
Suite 160, Room 214
Lexington, KY 40505
(859) 246-2200 Toll free (888) 350-6815

Boyle County Attorney
120 N Third Street, Suite 103
Danville, KY 40422
(859) 238-1120

BRACKEN COUNTY

Northeastern Service Region
Child Support Enforcement
1539 Greenup Ave., Suite 301
Ashland, KY 41101
(606) 920-2046 Toll free (888) 350-6819

Special Prosecutor for Bracken Co.
119 N Main Cross Street
Flemingsburg, KY 41041-1362
(606) 845-3066; (606) 845-9151

BREATHITT COUNTY

Eastern Mountain Service Region
Child Support Enforcement
311 North Arnold Ave., Suite 403
Prestonsburg, KY 41653
(606) 889-1714 Toll free (888) 350-6810

Breathitt County Attorney
1149 Main Street
Jackson, KY 41339
(606) 666-5927

BRECKINRIDGE COUNTY

Salt River Trail Service Region
Child Support Enforcement
916 N Mulberry, Suite 130
Elizabethtown, KY 42701
(270) 766-5085 Toll free (888) 350-6808

Breckinridge County Attorney
PO Box 232
Hardinsburg, KY 40143-0232
(270) 756-2791

BULLITT COUNTY

Salt River Trail Service Region
Child Support Enforcement
916 N Mulberry, Suite 130
Elizabethtown, KY 42701
(270) 766-5085 Toll free (888) 350-6808

Special Prosecutor for Bullitt Co.
Bullitt County Child Support
445 Hwy 44 E, Suite 206
PO Box 1097
Shepherdsville, KY 40165-1097
(502) 921-1155

BUTLER COUNTY

Two Rivers Service Region
Child Support Enforcement
746-E E Main Street
PO Box 500
Glasgow, KY 42142-0500
(270) 651-0334 Toll free (888) 350-6820

Butler County Attorney
107 E G.L. Smith Street
PO Box 1307
Morgantown, KY 42261-1307
(270) 526-6068

CALDWELL COUNTY

The Lakes Service Region
Child Support Enforcement
110 Riverfront Drive
PO Box 1126
Hopkinsville, KY 42241-1126
(270) 889-6532 Toll free (888) 350-6816

Caldwell County Child Support
PO Box 48
Princeton, KY 42445
(270) 365-6943

CALLOWAY COUNTY

The Lakes Service Region
Child Support Enforcement
2855 Jackson Street
Paducah, KY 42003
(270) 575-7051 Toll free (888) 350-6803

Calloway County Attorney
307 B North 4th Street
Murray, KY 42071
(270) 759-4115

CAMPBELL COUNTY

Northern Bluegrass Region
Child Support Enforcement
2050 Creative Drive
Suite 160, Room 214
Lexington, KY 40505
(859) 246-2200 Toll free (888) 350-6815

Campbell County Attorney
Campbell County Child Support
515 Monmouth Street, Suite 201
Newport, KY 41071
(859) 431-0522

CARLISLE COUNTY

The Lakes Service Region
Child Support Enforcement
2855 Jackson Street
Paducah, KY 42003
(270) 575-7051 Toll free (888) 350-6803

Carlisle County Attorney
270 Highway 62
PO Box 249
Bardwell, KY 42023
(270) 628-3851

CARROLL COUNTY

Northern Bluegrass Region
Child Support Enforcement
2050 Creative Drive
Suite 160, Room 214
Lexington, KY 40505
(859) 246-2200 Toll free (888) 350-6815

Carroll County Attorney
802 Clay Street
Carrollton, KY 41008
(502) 732-7009

CARTER COUNTY

Northeastern Service Region
Child Support Enforcement
1539 Greenup Ave., Suite 301
Ashland, KY 41101
(606) 920-2046 Toll free (888) 350-6819

Carter County Attorney
PO Box 690
151 Railroad Street
Olive Hill, KY 41164
(606) 286-8989

CASEY COUNTY

Cumberland Service Region
Child Support Enforcement
67 Eagle Creek Drive, Suite 102
Somerset, KY 42503
(606) 677-4003 Toll free (888) 350-6802

Casey County Attorney
PO Box 190
Liberty, KY 42539-0190
(606) 787-2373

CHRISTIAN COUNTY

The Lakes Service Region
Child Support Enforcement
110 Riverfront Drive
PO Box 1126
Hopkinsville, KY 42241-1125
(270) 889-6532 Toll free (888) 350-6816

Christian County Attorney
912 South Main Street
PO Box 741
Hopkinsville, KY 42241-0741
(270) 887-9442

CLARK COUNTY

Southern Bluegrass Region
Child Support Enforcement
2050 Creative Drive
Suite 160, Room 214
Lexington, KY 40505
(859) 246-2200 Toll free (888) 350-6815

Clark County Attorney
56 South Main Street
Winchester, KY 40391
(859) 744-1124

CLAY COUNTY

Cumberland Service Region
Child Support Enforcement
249 Old US 421
Manchester, KY 40962
(606) 598-8833 Toll free (888) 350-6814

Clay County Attorney
102 Walters Street, Suite 1
Manchester, KY 40962-1279
(606) 598-8415

CLINTON COUNTY

Cumberland Service Region
Child Support Enforcement
67 Eagle Creek Drive, Suite 102
Somerset, KY 42503
(606) 677-4003 Toll free (888) 350-6802

Clinton County Attorney
109 North Washington Street
Albany, KY 42602-1335
(606) 387-9752

CRITTENDEN COUNTY

The Lakes Service Region
Child Support Enforcement
110 Riverfront Drive
PO Box 1126
Hopkinsville, KY 42241-1126
(270) 889-6532 Toll free (888) 350-6816

Crittenden County Attorney
Child Support Unit
217 West Bellville
PO Box 205
Marion, KY 42064
(270) 965-5476

CUMBERLAND COUNTY

Cumberland Service Region
Child Support Enforcement
67 Eagle Creek Drive, Suite 102
Somerset, KY 42503
(606) 677-4003 Toll free (888) 350-6802

Cumberland County Attorney
329 Keen Street
PO Box 40
Burkesville, KY 42717-0040
(270) 864-5819

DAVIESS COUNTY

Two Rivers Service Region
Child Support Enforcement
947 West 7th Street
Beaver Dam, KY 42320-1765
(270) 274-8208 Toll free (888) 350-6801

Daviess County Attorney
Child Support Division
PO Box 158
Owensboro, KY 42302
(270) 685-8460

EDMONSON COUNTY

Two Rivers Service Region
Child Support Enforcement
746-E East Main Street
PO Box 500
Glasgow, KY 42142-0500
(270) 651-0332 Toll free (888) 350-6820

Edmonson County Attorney
PO Box 395
Brownsville, KY 42210
(270) 597-9440

ELLIOTT COUNTY

Northeastern Service Region
Child Support Enforcement
1539 Greenup Ave., Suite 301
Ashland, KY 41101
(606) 920-2046 Toll free (888) 350-6819

Elliott County Attorney
PO Box 796
Sandy Hook, KY 41171-0796
(606) 738-6046

ESTILL COUNTY

Southern Bluegrass Region
Child Support Enforcement
2050 Creative Drive
Suite 160, Room 214
Lexington, KY 40505
(859) 246-2200 Toll free (888) 350-6815

Estill County Attorney
202 Main Street
Irvine, KY 40336
(606) 723-4402

FAYETTE COUNTY

Child Support Enforcement
110 W Vine Street
Lexington, KY40507-1343
(859) 254-4941

Fayette County Attorney
110 West Vine Street
Lexington, KY 40507-1343
(859) 254-4941

FLEMING COUNTY

Northeastern Service Region
Child Support Enforcement
1539 Greenup Ave., Suite 301
Ashland, KY 41101
(606) 920-2046 Toll free (888) 350-6819

Fleming County Attorney
119 North Main Cross Street
Flemingsburg, KY 41041-1362
(606) 845-9151

FLOYD COUNTY

Eastern Mountain Service Region
Child Support Enforcement
311 North Arnold Ave., Suite 403
Prestonsburg, KY 41653
(606) 889-1714 Toll free (888) 350-6810

Floyd County Attorney
PO Box 1083
Prestonsburg, KY 41653-1083
(606) 886-7925

FRANKLIN COUNTY

Salt River Trail Service Region
Child Support Enforcement
916 N Mulberry, Suite 130
Elizabethtown, KY 42701
(270) 766-5085 Toll free (888) 350-6808

Franklin County Attorney
320 West Main Street
PO Box 73
Frankfort, KY 40602-0073
(502) 223-1000

FULTON COUNTY

The Lakes Service Region
Child Support Enforcement
2855 Jackson Street
Paducah, KY 42003
(270) 575-7051 Toll free (888) 350-6803

Fulton County Attorney
Fulton Office:
106 Nelson Tripp Place
Fulton, KY 42041
(270) 472-0100

GALLATIN COUNTY

Northern Bluegrass Region
Child Support Enforcement
2050 Creative Drive
Suite 160, Room 214
Lexington, KY 40505
(859) 246-2200 Toll free (888) 350-6815

Gallatin County Attorney
Gallatin County Child Support
PO Box 1321
101 West Market Street
Warsaw, KY 41095
(859) 567-1528

GARRARD COUNTY

Southern Bluegrass Region
Child Support Enforcement
2050 Creative Drive
Suite 160, Room 214
Lexington, KY 405050
(859) 246-2200 Toll free (888) 350-6815

Garrard County Attorney
73 Public Square
Lancaster, KY 40444
(859) 792-1231; (859) 792-6961

GRANT COUNTY

Northern Bluegrass Region
Child Support Enforcement
2050 Creative Drive
Suite 160, Room 214
Lexington, KY 40505
(859) 246-2200 Toll free (888) 350-6815

Grant County Attorney
101 North Main Street
Williamstown, KY 41097-1118
(859) 824-0906

GRAVES COUNTY

The Lakes Service Region
Child Support Enforcement
2855 Jackson Street
Paducah, KY 42003
(270) 575-7051 Toll free (888) 350-6803

Graves County Attorney
101 E South Street, Suite 6
Mayfield, KY 42066-2303
(270) 247-6323

GRAYSON COUNTY

Salt River Trail Service Region
Child Support Enforcement
916 N Mulberry, Suite 130
Elizabethtown, KY 42701
(270) 766-5085 Toll free (888) 350-6808

Grayson County Attorney
52 Public Square
PO Box 4100
Leitchfield, KY 42755
(270) 259-4200

GREEN COUNTY

Cumberland Service Region
Child Support Enforcement
67 Eagle Creek Drive, Suite 102
Somerset, KY 42503
(606) 677-4003 Toll free (888) 350-6802

Green County Attorney
116 South Main Street
PO Box 352
Greensburg, KY 42743
(270) 299-2155

GREENUP COUNTY

Northeastern Service Region
Child Support Enforcement
1539 Greenup Ave., Suite 301
Ashland, KY 41101
(606) 920-2046 Toll free (888) 350-6819

Greenup County Attorney
County Courthouse, Room 205
PO Box 579
Greenup, KY 41144-0579
(606) 473-1734

HANCOCK COUNTY

Two Rivers Service Region
Child Support Enforcement
947 West 7th Street
Beaver Dam, KY 42320-1765
(270) 274-8208 Toll free (888) 350-6801

Hancock County Attorney
250 Main Street
PO Box 356
Hawesville, KY 42348-0356
(270) 927-8445

HARDIN COUNTY

Salt River Trail Service Region
Child Support Enforcement
916 N Mulberry, Suite 130
Elizabethtown, KY 42701
(270) 766-5085 Toll free (888) 350-6808

Hardin County Attorney
100 Public Square, Suite 202
Elizabethtown, KY 42701
(270) 769-5380

HARLAN COUNTY

Cumberland Service Region
Child Support Enforcement
249 Old US 421
Manchester, KY 40962
(606) 598-8833 Toll free (888) 350-6814

Harlan County Attorney
PO Box 470
Harlan, KY 40831-0470
(606) 573-9933

HARRISON COUNTY

Northern Bluegrass Region
Child Support Enforcement
2050 Creative Drive
Suite 160, Room 214
Lexington, KY 40505
(859) 246-2200 Toll free (888) 350-6815

Harrison County Attorney
PO Box 558
Cynthiana, KY 41031
(859) 234-2433

HART COUNTY

Two Rivers Service Region
Child Support Enforcement
746-E East Main Street
PO Box 500
Glasgow, KY 42142-0500
(270) 651-0334 Toll free (888) 350-6820

Hart County Attorney
215 Main Street
PO Box 307
Munfordville, KY 42765-0307
(270) 524-5992

HENDERSON COUNTY

Two Rivers Service Region
Child Support Enforcement
947 W 7th Street
Beaver Dam, KY 42320-1765
(270) 274-8208 Toll free (888) 350-6801

Henderson County Attorney
PO Box 1316
Henderson, KY 42419-1316
(270) 827-5753

HENRY COUNTY

Salt River Trail Service Region
Child Support Enforcement
916 N Mulberry, Suite 130
Elizabethtown, KY 42701
(270) 766-5085 Toll free (888) 350-6808

Henry County Attorney
106 South Main Street
PO Box 128
New Castle, KY 40050-0128
(502) 845-7655

HICKMAN COUNTY

The Lakes Service Region
Child Support Enforcement
285 Jackson Street
Paducah, KY 42003
(270) 575-7051 Toll free (888) 350-6808

Hickman County Attorney
110 East Clay Street
Clinton, KY 42031
(270) 653-6335

Hickman Office
203 Moulton Street
Hickman, KY 42050
(270) 236-0100

HOPKINS COUNTY

The Lakes Service Region
Child Support Enforcement
110 Riverfront Drive
PO Box 1126
Hopkinsville, KY 42241-1126
(270) 889-6532 Toll free (888) 350-6816

Hopkins County Attorney
75 South Railroad Street
Madisonville, KY 42431
(270) 821-6666

JACKSON COUNTY

Cumberland Service Region
Child Support Enforcement
249 Old US 421
Manchester, KY 40962
(606) 598-8833 Toll free (888) 350-6814

Jackson County Attorney
PO Box 906
McKee, KY 40447-0906
(606) 287-5219

JEFFERSON COUNTY

Child Support Enforcement
Jefferson County Field Office
315 West Muhammad Ali
Louisville, KY 40202
(502) 574-0029

Jefferson County Attorney
315 West Muhammad Ali Blvd.
Louisville, KY 40202-1458
(502) 574-8300

JESSAMINE COUNTY

Southern Bluegrass Region
Child Support Enforcement
2050 Creative Drive
Suite 160, Room 214
Lexington, KY 40505
(859) 246-2200 Toll free (888) 350-6815

Jessamine County Attorney
117 South Main Street
Nicholasville, KY 40356-1525
(859) 881-5584

JOHNSON COUNTY

Eastern Mountain Service Region
Child Support Enforcement
311 North Arnold Ave., Suite 403
Prestonsburg, KY 41653
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MARION COUNTY

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400 E Gray Street
PO Box 1704
Louisville, KY 40202-1740
(502) 574-6520

JESSAMINE COUNTY
Jessamine County Health Department
215 E Maple Street
Nicholasville, KY 40356-1203
(859) 885-4149

JOHNSON COUNTY
Johnson County Health Department
630 James Trimble Boulevard
Paintsville, KY 41240
(606) 789-2661

KENTON COUNTY
Kenton County Health Center
2002 Madison Avenue
Covington, KY 41014
(859) 431-3345

LESLIE COUNTY
Leslie County Health Center
78 Maple Street
PO Box 787
Hyden, KY 41749
(606) 672-2393

LETCHER COUNTY
Letcher County Health Center
6 Broadway
Whitesburg, KY 41858
(606) 633-2068

LEWIS COUNTY
Lewis County Health Department
787 Fairlane Drive
PO Box 219
Vanceburg, KY 41179-8975
(606) 796-2632

LAUREL COUNTY
Laurel County Health Department
310 W 3rd Street
London, KY 40741
(606) 464-2492

LAWRENCE COUNTY
Lawrence County Health Center
1080 Meadowbrook Lane
Louisa, KY 41230-9657
(606) 638-4389

LEE COUNTY
Lee County Health Center
45 Center Street
PO Box 587
Beattyville, KY 41311
(606) 464-2492

LYON COUNTY
Lyon County Health Center
211 Fairview Street
Benton, KY 42025
(270) 388-9763

MADISON COUNTY
Madison County Health Department
216 Boggs Lane
PO Box 1208
Richmond, KY 40475-2522
(859) 623-3441

MAGOFFIN COUNTY
Magoffin County Health Department
723 Parkway Drive
PO Box 610
Saylersville, KY 41465
(606) 349-6212

MARION COUNTY
Marion County Health Center
516 N Spalding Avenue
Lebanon, KY 40033-1099
(270) 692-3393

MARSHALL COUNTY
Marshall County Health Department
307 E 12th Street
Benton, KY 42025
(270) 527-1496

LINCOLN COUNTY
Lincoln County Health Department
44 Health Way
PO Box 165
Stanford, KY 40484-1423
(606) 365-3106

LIVINGSTON COUNTY
Livingston County Health Center
124 State Street
PO Box 128
Smithland, KY 42081
(270) 928-2193

LOGAN COUNTY
Logan County Health Center
151 S Franklin Street
Russellville, KY 42276-1934
(270) 726-8341

MASON COUNTY
Mason County Health Center
120 W 3rd Street
PO Box 70
Maysville, KY 41056-1013
(606) 564-9447

MCCRACKEN COUNTY
Paducah/McCracken Co. Health Dept.
916 Kentucky Avenue
Paducah, KY 42001
(270) 444-9631

MCCREARY COUNTY
McCreary County Health Center
PO Box 208
Whitley City, KY 42653
(606) 376-2412

MCLEAN COUNTY
McLean County Health Center
200 State Road 81 N, #101
Calhoun, KY 42327-2102
(270) 273-3062

MEADE COUNTY
Meade County Health Center
520 Hillcrest Drive
Brandenburg, KY 40108-1242
(270) 422-5919

MARTIN COUNTY
Martin County Health Department
Rockcastle Creek Road
PO Box 346
Inez, KY 41224
(606) 298-7752

MERCER COUNTY
Mercer County Health Center
900 North College
Harrodsburg, KY 40330-1089
(859) 734-4522

METCALFE COUNTY
Metcalfe County Health Center
615 West Stockton Street
PO Box 30
Edmonton, KY 42129
(270) 432-3214

MONROE COUNTY
Monroe County Health Department
452 E 4th Street
PO Box 247
Tomkinsville, KY 42167
(270) 487-6782

MONTGOMERY COUNTY
Montgomery County Health Department
117 E Locust Street
Mt. Sterling, KY 40353-1403
(859) 498-3808

MORGAN COUNTY
Morgan County Health Center
493 Riverside Drive
West Liberty, KY 41472-1053
(606) 743-3744

MUHLENBERG COUNTY
Muhlenberg County Health Center
105 Legion Drive
PO Box 148
Central City, KY 42330-1414
(270) 754-3200

PENDLETON COUNTY
Pendleton County Health Center
329 Highway 330 West
Falmouth, KY 41040-7019
(859) 654-6985

MENIFEE COUNTY
Menifee County Health Center
49 Main Street
PO Box 106
Frenchburg, KY 40322
(606) 768-2151

NELSON COUNTY
Nelson County Health Department
325 South 3rd Street
Bardstown, KY 40004
(502) 348-3222

NICHOLAS COUNTY
Nicholas County Health Center
2320 Concrete Road
Carlisle, KY 40311-9721
(859) 289-2188

OHIO COUNTY
Ohio County Health Center
1336 Clay Street
Hartford, KY 42347-1637
(270) 298-3663

OLDHAM COUNTY
Oldham County Health Department
1786 Commerce Parkway
LaGrange, KY 40031-8786
(502) 222-3516

OWEN COUNTY
Owen County Health Center
1005 Highway 22
Owenton, KY 40359
(502) 484-5736

OWSLEY COUNTY
Owsley County Health Center
501 Highway 28
PO Box 220
Booneville, KY 41314
(606) 593-5181

ROCKCASTLE COUNTY
Rockcastle County Health Center
1200 Richmond Street
PO Box 840
Mt. Vernon, KY 40456
(606) 256-2242

PERRY COUNTY
Perry County Health Center
239 Lovern Street
Hazard, KY 41701-1793
(606) 436-2196

PIKE COUNTY
Pike County Health Department
119 River Drive
Pikeville, KY 41501
(606) 437-5500

POWELL COUNTY
Powell County Health Department
376 N Main Street
Stanton, KY 40380-2169
(606) 663-4360

PULASKI COUNTY
Pulaski County Health Center
45 Roberts Street
Somerset, KY 42501-1295
(606) 679-4416

ROBERTSON COUNTY
Robertson County Health Center
45 McDowell Street
Mt. Olivet, KY 41064
(606) 724-5222

SPENCER COUNTY
Spencer County Health Center
88 Spears Drive
PO Box 175
Taylorsville, KY 40071
(502) 477-8146

TAYLOR COUNTY
Taylor County Health Center
880 N Bypass Road
Campbellsville, KY 42718
(270) 465-4191

TODD COUNTY
Todd County Health Department
205 W McReynolds Street
PO Box 305
Elkton, KY 42220
(270) 265-2362

TRIGG COUNTY
Trigg County Health Center
196 Main Street
PO Box 191
Cadiz, KY 42211-9163
(270) 522-8121

ROWAN COUNTY
Rowan County Health Center
730 W Main Street
Morehead, KY 40351-1444
(606) 784-8954

RUSSELL COUNTY
Russell County Health Center
69 Herriford Curve Road
PO Box 378
Jamestown, KY 42629
(270) 343-2181

SCOTT COUNTY
Scott County Health Center
300 East Washington Street
Georgetown, KY 40324-1731
(502) 863-3971

SHELBY COUNTY
Shelby County Health Center
615 11th Street
Shelbyville, KY 40065-1435
(502) 633-1231

SIMPSON COUNTY
Simpson County Health Center
1131 South College Street
Franklin, KY 42134
(270) 586-8261

WARREN COUNTY
Bowling Green/Warren Co. Health Dept.
1109 State Street
PO Box 1157
Bowling Green, KY 42101-2648
(270) 781-8039

WASHINGTON COUNTY
Washington County Health Center
302 E Main Street
Springfield, KY 40069-1127
(859) 336-3989

WAYNE COUNTY
Wayne County Health Center
531 E Highway 90 Bypass
Monticello, KY 42633-1085
(606) 348-9349

WEBSTER COUNTY
Webster County Health Center
80 Clayton Ave.
PO Box 109
Dixon, KY 42409
(270) 639-9315

TRIMBLE COUNTY
Trimble County Health Center
138 Miller Lane
PO Box 250
Bedford, KY 40006
(502) 255-7701

UNION COUNTY
Union County Health Center
218 West McElroy Street
PO Box 88
Morganfield, KY 42437
(270) 389-1230

WOODFORD COUNTY
Woodford County Health Department
229 N Main Street
Versailles, KY 40383-1266
(859) 873-4541

WHITLEY COUNTY
Whitley County Health Department
114 N Second Street
Williamsburg, KY 40769-1101
(606) 549-3380

WOLFE COUNTY
Wolfe County Health Center
145 Old Kentucky 15
PO Box 98
Campton, KY 41301
(606) 668-3185

Script for Explaining and Completing a Paternity Acknowledgement

1. **Introduce yourself to the mother.**
   "Hello, my name is _____, from the _____ department. Do you have a minute? I need to ask you some questions and verify the information for your baby's birth certificate. In order to maintain confidentiality you may wish to have your visitors step out of the room for a few minutes so I can get all the information I need. It is up to you."

2. **Confirm that the mother is not married**.
   - **If YES**, ask if she is separated from her husband. If the answer is yes, confirm for how long she has been separated. If the time is 10 months or greater, the mother can compete an affidavit with the biological father other than her husband. Place a post-it note on the completed affidavit stating "married but separated for ___ months" in the right hand corner of the form so the Office of Vital Statistics is aware of the situation. **Note: Mothers do not need to present a formal notice of separation. You can simply take her word as to the length of separation.** Go to Step 3.
   - **If the mother is married and not separated for 10 months or more, she cannot fill out the form and the husband's name must go on the birth certificate.** They need to contact the Office of Vital Statistics to complete a 3-way affidavit with the husband and biological father or go to court to have the biological father's name added to the birth certificate. Skip to Step 12.

3. **Ask,** "Do you want the father's name to appear on the child's birth certificate?" Give the mother a copy of the "Unmarried Parents" brochure if they have not already received a copy.
   - **If YES**: In order to add the father's name to the birth certificate, both parents need to complete an Acknowledgement of Paternity. It is not a DNA test, but a form that both parents sign stating that he is the father.
   - **If NO**: Go to Step 11.

4. **Show the KYPAP video on paternity establishment.**

5. **Hand out and explain their Rights and Responsibilities.**

6. **Give them an opportunity to ask any questions they have about paternity establishment.**

7. **Ask the parents if they want to fill out the Acknowledgement of Paternity Affidavit.**
   If the father of the child is not present, skip to Step 10.

8. **If YES, complete the Paternity Acknowledgement Affidavit.**
   If you use the handwritten affidavit, we suggest YOU (not the patient) record the information on the affidavit and then have them review the information and sign.

9. **Make sure they have proper identification. Notarize the affidavit.** Go to Step 12.

10. **If the father is unavailable to sign the affidavit, advise the mother of the following:**
    "Let's schedule an appointment to complete the Birth Certificate information. How about tomorrow at ____? If the baby's father can not make it, you can call to reschedule the appointment. At the appointment you will both need to bring picture ID to complete the form." Go to Step 12.

11. **If they do not want to complete the Acknowledgement of Paternity, let them know they can go to the County Health Department if they change their mind.**

12. **Thank them for their time and invite any guests who stepped out of the room back inside.**

If you or the parents have questions, call KYPAP at 1.888.675.7425.

KYPAP MATERIALS

ATTENTION UNMARRIED PARENTS

If you are not married when your child is born, your child does not have a legal father. The child's father's name WILL NOT appear on the birth certificate. Unless a man becomes the legal father, his child may miss out on many things that married parents take for granted like social security, health insurance, inheritance rights, and medical history. Parents can establish legal paternity by completing a paternity affidavit at the hospital following the child's birth or later at a local health department, county attorney's office or child support office.

Make the best choice for your child—ESTABLISH PATERNITY!

For more information, please contact the
Kentucky Paternity Acknowledgement Program
Toll Free 1-888-675-7425

Cards are printed front/back on card stock.

DNA TESTING

DNA Testing is NOT required to establish legal paternity!

If there are questions as to who the father of the child is, parents should consider DNA testing prior to signing the legal affidavit. Parents who are considering DNA testing can contact their local county attorney's office or 1-800-DNA-TEST for more information.

Make the best choice for your child—ESTABLISH PATERNITY!

For more information, please contact the
Kentucky Paternity Acknowledgement Program
Toll Free 1-888-675-7425

Dear Mom and Dad,

If you are not married when I am born, please sign the Voluntary Acknowledgment of Paternity form to protect my rights and make sure Dad's name is on my birth certificate. Ask the nice people at the hospital about how to sign.

I'll see you soon!

A gift that will last my whole life.

Kentucky Paternity Acknowledgment Program
Commonwealth of Kentucky
A program of the Department for Income Support in cooperation with the Office of Vital Statistics

If you have questions, please contact the paternity helpline at **(888) 675-7425**

Unmarried Parents

Make the Best Choice
For Your Child

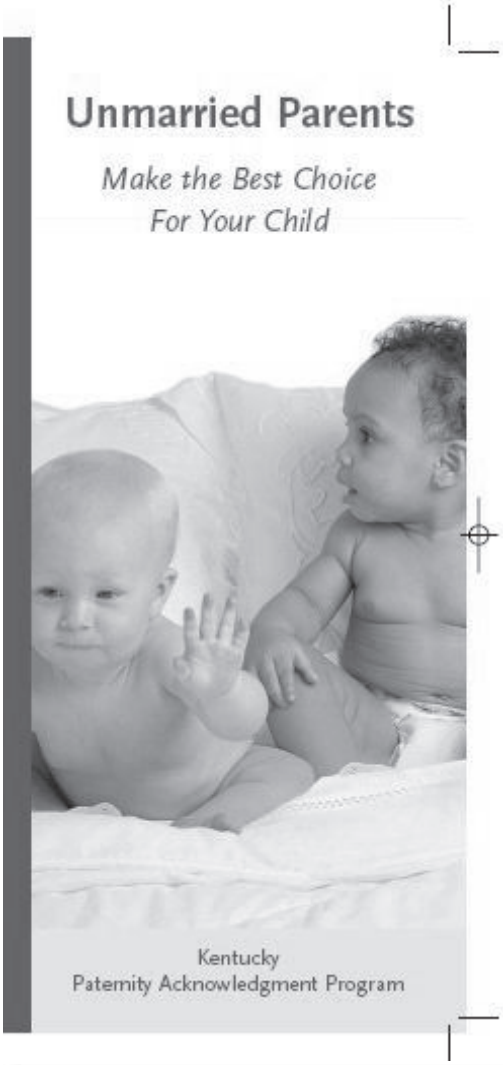
Acknowledge Paternity.

It's easy—and important.
For information about becoming a legal father, call

1-888-675-7425

Commonwealth of Kentucky
A program of the Cabinet for Families and Children in cooperation with the Office of Vital Statistics
An Equal Opportunity Employer M/F/D Paid for with state funds.

Posters available in English and Spanish.



Tri-fold brochures available in English and Spanish.

½ sheets printed on card stock. Can be customized for hospitals and health departments.

Paternity 101

What is Voluntary Paternity Acknowledgement?

- Parents are not married to one another at the time of their child's birth
- Simple civil process
- Completing the Voluntary Acknowledgement of Paternity form places the father's name on the Birth Certificate
- Establishes a legal relationship between the child and father

Goals of the Kentucky Program

- Educate ALL unmarried parents about paternity establishment
- State Laws Upheld-All parties understand roles and RESPONSIBILITIES
- Ensure that every child has a LEGAL father

  DADS MAKE A DIFFERENCE!
- Improve self-sufficiency of unwed mothers
- Reduce Welfare Costs

Benefits of Paternity Acknowledgement for Children

- Identity
- Relationships
- Financial Support
- Health Insurance
- Social Security Benefits
- Survivor's Benefits
- Veteran's Benefits
- Medical History

Benefits of Voluntary Paternity Acknowledgement for Parents

- Simple Civil Process
- FREE!
- Convenient
- No court process necessary
- Helps facilitate visitation/custody

DNA Testing

- If a parent is unsure about paternity…

  or
- If parents have questions about obtaining a DNA test…

Refer them to the local Child support office in the county where the mother lives.

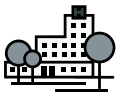
Special Issues

- Rescission
  - Either parent may request a rescission **within 60 days** after the last notarized signature
- Minors
- Married Mothers
  - Has mother been separated 10 months or more from her husband?
    - **If YES**, then NO name is placed on the birth certificate under father. Mom can complete a regular paternity affidavit with the biological father. **No such thing as legal separation in KY-take parents at their word.
    - **If NO**, then husband must be placed on birth certificate as biological father and THREE WAY PATERNITY can be obtained from the Office of Vital Statistics
- Safety
- Unwilling parent
- Married Fathers
- Unavailable parent
- Parents without S.S.#

How does this translate to KY Hospitals?

- State law, KRS 213.046, **requires** hospitals to provide written AND oral information about paternity establishment to ALL UNMARRIED PARENTS
- Written = Brochure or Other Handouts
- Oral = Staff presentation and/or video
- NOT Either/Or
- NOT only upon request
- If you are not doing this for all unmarried parents you are not complying with state statute

At the Hospital…



- Unmarried parents must complete the Voluntary Acknowledgement of Paternity form (VS-8B) for the father's name to be put on the Birth Certificate
- Only biological parents can complete the form
- Minor parents may NOT acknowledge paternity at hospital
- Only if the mother is not married may parents acknowledge at the hospital

How Does This Translate to Kentucky Health Departments?

- State law, KRS 213.036, **requires** the local registrar to provide voluntary acknowledgement of paternity **services** and transmit affidavits of paternity to the Office of Vital Statistics.
- Notary needs to be available
- Do not simply hand out the form
- Educate Parents on the Rights and Responsibilities

Completing the LEGAL Document

- Fill in ALL blanks
- Use black or blue ink. PRINT clearly.
- Hospital
  Authorization = $$
- Disk/Electronic Program is available and preferred but not required.
- Both parents must complete a single form

Before you notarize a document, be sure:

- Parents were provided with information about paternity establishment (both in writing and orally, by audio tape or by video tape)
- Affidavit must be filled out **COMPLETELY.** NO BLANKS !!!!
- If parents do not have a SSN put N/A in the space. **Do NOT leave blank**.

Be sure…(Cont.)

- If mother's current last name and maiden name are the same, the maiden name blank still needs to be completed with her current last name.
- Do not forget the "**Child's Name Should Read**" on the mother's portion. This MUST be completed.

Be sure…(Cont.)

- The name of the child listed on the Voluntary Acknowledgement of Paternity form must match the name given to the child on the birth certificate.
- Mothers and fathers names must be on the correct portion of the form.
- Both parents MUST complete one form.

Be sure…(Cont.)

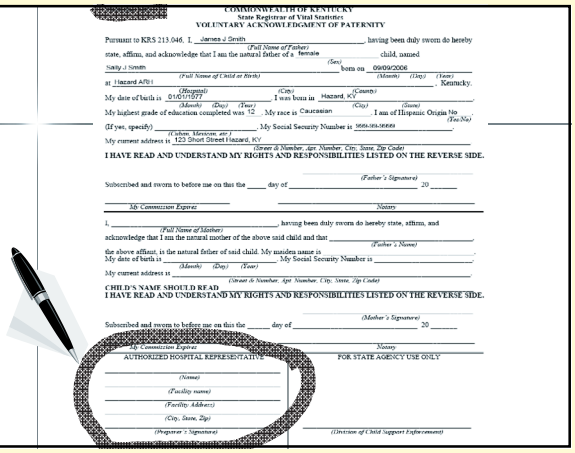
- Printing must be LEGIBLE and the affidavit must be done in dark INK or TYPED.
- Inform parents that if they want genetic testing prior to the establishing paternity they should contact the county attorney's office in the county in which the mother lives or a private attorney.
- Hospital Authorization Section Must Be Completed for Payment

Be sure…(Cont.)

- REVIEW the document to make sure it makes sense. Common errors include:
  - Parents both use the same SSN or write the phone number instead of the SSN.
  - Parents use their child's date of birth as their own.
  - Parents claim to be born in the current year or both use the same DOB.
  - Parents' address is incomplete-missing city, state and zip.

Verify all of the items below *before sending* a paternity affidavit:

- Both the mother's and father's sections must be NOTARIZED. This means that both sections must have the notary expiration, current date & signature.
- Notary expiration is not prior to date signed
- Notary's signature date is correct – many are miswriting the month or year.



COMMONWEALTH OF KENTUCKY
State Registrar of Vital Statistics
VOLUNTARY ACKNOWLEDGMENT OF PATERNITY

Pursuant to KRS 213.046, I James J Smith (Full Name of Father) having been duly sworn do hereby state, affirm, and acknowledge that I am the natural father of a female (Sex) child, named Sally J Smith (Full Name of Child at Birth) born on 09/09/2006 (Month) (Day) (Year) at Hazard ARH (Hospital) (City) Hazard, KY (County) (State). Kentucky.
My date of birth is 01/01/1977 (Month) (Day) (Year) I was born in (City)
My highest grade of education completed was 12. My race is Caucasian. I am of Hispanic Origin No (Yes/No)
(If yes, specify) (Cuban, Mexican, etc.) My Social Security Number is 999-99-9999.
My current address is 123 Short Street Hazard, KY (Street & Number, Apt. Number, City, State, Zip Code)
I HAVE READ AND UNDERSTAND MY RIGHTS AND RESPONSIBILITIES LISTED ON THE REVERSE SIDE.

(Father's Signature)

Subscribed and sworn to before me on this the _____ day of _____ 20 _____

My Commission Expires Notary

I, _____ (Full Name of Mother) having been duly sworn do hereby state, affirm, and acknowledge that I am the natural mother of the above said child and that _____ (Father's Name) the above affiant is the natural father of said child. My maiden name is _____.
My date of birth is _____ (Month) (Day) (Year) My Social Security Number is _____.
My current address is _____ (Street & Number, Apt. Number, City, State, Zip Code)
CHILD'S NAME SHOULD READ _____
I HAVE READ AND UNDERSTAND MY RIGHTS AND RESPONSIBILITIES LISTED ON THE REVERSE SIDE.

(Mother's Signature)

Subscribed and sworn to before me on this the _____ day of _____ 20 _____

My Commission Expires Notary

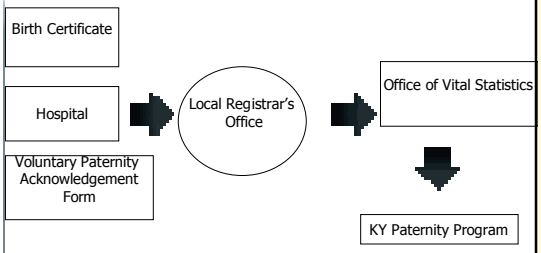
AUTHORIZED HOSPITAL REPRESENTATIVE
(Name)
(Facility name)
(Facility Address)
(City, State, Zip)
(Registrar's Signature)

FOR STATE AGENCY USE ONLY
(Division of Child Support Enforcement)

Translations

- Translations of the Voluntary Acknowledgement of Paternity form is available in Spanish as a guide for Spanish-speaking parents to read.
- The English version is the form that must be completed

Processing completed forms



KY Voluntary Acknowledgement Program

KY Voluntary Acknowledgement Program

Toll Free Customer Service Line
1-888-675-7425

<u>Thank you</u> for everything you do to make this program a success!!!

Dads make a difference!

Kentucky's Paternity Acknowledgement Program

The relationship between a father and child is irreplaceable. The earlier a father is involved in his child's life, the more likely that relationship will be stronger and longer lasting. By acknowledging that you are the father of a new baby you make a statement: "This is my child and I want to take care of him/her!" Dads make a difference!

When a child is born, establishing legal paternity is one of the first ways that a father can express his love and commitment. Paternity is the legal word that indicates a man is the biological father of a child. Paternity acknowledgment is the process that makes a man the child's legal father and establishes a parent-child relationship under the law.

In the state of Kentucky, when parents are married, legal paternity establishment happens automatically. A woman's husband is considered the legal father of her children. If you are not married when your child is born, your child does not have a legal father. In order to establish a legal father and have his name on the child's birth certificate, unmarried parents must complete a legal form called a paternity affidavit and sign it in front of a notary public. This is a simple administrative process and does not require genetic test, lawyers or court hearing. The child's mother and father voluntarily agree to sign a legal document that in turn adds his name to the birth certificate.

When you have a baby, the hospital is required to offer this form to you. If both parents are willing to sign the form, the hospital will notarize the document and submit it with the birth certificate. If either parent is unavailable and can't go to the hospital they can obtain the form from any Kentucky county health department or the Office of Vital Statistics in Frankfort and establish legal paternity, at any time until, the child is 18 years old. Legal paternity establishment may not sound very important, but there are several reasons why parents who are not married need to strongly consider establishing legal paternity.

Fathers may think that if their child shares the same last name they have legally acknowledged the child, but that is not true. Open up a local phone book; many people may share last names, but that does not create a legal connection. Parents also may believe that as long as they are living together and raising their children this establishes the man as the legal father. Legal paternity creates a 'safety net' for children especially if something should happen to their father.

Unless a man becomes the legal father of his children, they may miss out on many of the things that children of married couples take for granted. The child may not receive the benefits that come with having two legal parents including social security benefits from the father, being eligible for coverage under the father's health insurance; veteran's benefits, which often include financial, medical and educational benefits if the father is in the military, and inheritance rights. If your child's mother died and you have not established that you are the legal father, (by signing the paternity affidavit), you could face challenges in establishing your legal rights and the child could become a ward of the court or of the State.

All parents, male or female, are required by law to support their child from birth. Depending on the circumstances, this may or may not include such things as financial support, health insurance or child care expenses. While establishing legal paternity does not guarantee an automatic child support order, it does assist in ensuring that your child will have access to any and all support available.

Parents should think carefully before acknowledging paternity. The paternity affidavit is a legal and binding document that according to Kentucky State Statues has the same weight and authority as a judgment of paternity through a court. If a child's parents decide they are unsure about the paternity of their baby, they have 60 days to rescind, (cancel,) the acknowledgment. If parents are not sure who is the biological father of the child, genetic tests can help determine the father. A child support office or private attorney can provide more information on genetic testing.

If you are not sure whether legal paternity was established for your child you can request a copy of your child's legal birth certificate from the Office of Vital Statistics in Frankfort for $10. The 'souvenir' birth certificate that the hospital may have given you is not the official/legal copy. It may have the father's name on it even if legal paternity was not established!

Paternity establishment is important. All unmarried parents should consider establishing paternity—because all children deserve the benefits that legal fatherhood can provide. Children need a father is so many ways; to be a role model, to give their child love and security, and to be part of the parenting team. What a difference a DAD makes!