



Completing Voluntary Acknowledgment of Paternity (AOP) forms

Helpful hints for hospital and birthing facility staff

Many mistakes made on AOP forms are easily avoidable and can be eliminated by taking a few moments to check for accuracy and completeness before the parents have left the birthing facility. Following these helpful hints will reduce the number of invalid forms and help the Center for Health Statistics add the father's name on the birth record as quickly as possible.

- 1. Use the correct form.** There are two versions of the Voluntary Acknowledgment of Paternity form: one that can only be completed at a hospital or licensed birthing facility (45-31) and one that can be completed at any time after the birth occurs (45-21). Both forms can be ordered from our website [here](#).
 - Form 45-31 must be completed and signed in a hospital or licensed birthing facility, in front of a facility witness. This form can be printed from OVERS. **The 45-31 form may only be used while the mother is a patient of the facility where she gave birth, and within 5 days from the date of birth.**
 - Form 45-21 should only be used when completed outside a hospital or birthing facility or longer than 5 days after the date of birth. The 45-21 form must be signed before a notary.
- 2. Ensure parents have listened to the Rights and Responsibilities.** Parents who are signing the Voluntary Acknowledgment of Paternity (45-31) form must listen to the Rights and Responsibilities found on the back of the form. Parents may also watch a video recording of the Rights and Responsibilities. QR codes that link to the Rights and Responsibilities video can be found [here](#).
- 3. Check names on the AOP and make sure they match the names on the birth parent worksheet and on the record.** The child's, mother's and father's names on the AOP form must exactly match the names on the birth record. Putting different parent names on the AOP form will not change the names on the birth record. The father's information that is entered into OVERS can only come from the AOP.

- 4. Check for alterations.** It is best not to change or alter information on the AOP form. If necessary, minor corrections can be made by drawing a line through the incorrect information and writing in different information and initialing the change. Only the person filling out their own section may make corrections to their information. Dates that appear to be overwritten will be rejected unless the change is initialed by the person signing that section. Please remember this is a legal form and it cannot be altered once it is filled out. Remind parents that the form must be completed again if they make mistakes.
- 5. Handwrite names and dates in acknowledgement sections.** Parents must print their own names, sign their own names, and enter the date in their own handwriting in the acknowledgment section of the forms. Signature dates should never be typed.
- 6. Handwrite names and dates in witness sections.** Hospital witnesses must sign and print their own names, and enter the date witnessed in their own handwriting.
- 7. Match signature and witness dates.** The hospital witness names and dates may be different for the mother and the father, but the "Date signed" and "Date witnessed" must be the same for the Mother and her witness, and the same for the Father and his witness.
- 8. Send the form.** Hospitals and licensed birthing facilities should send the completed paternity forms to the Center for Health Statistics office daily. Do not wait and send in batches. The sooner we get the form, the faster we can register the birth record.

The Center for Health Statistics provides postage-paid envelopes for mailing the forms. To order envelopes and forms, complete the order form available on our website at <https://bit.ly/Form45-43> and submit it by email (CHS.Registration@oha.oregon.gov) or fax (971-673-1201).

If you need additional assistance or have questions about the Acknowledgment of Paternity contact the Amendments team at CHS.Amendments@oha.oregon.gov. If you or your staff would like training on Acknowledgments of Paternity contact CHS Partner Services at CHS.PartnerServices@oha.oregon.gov.