DC | HEALTH

GOVERNMENT OF THE DISTRICT OF COLUMBIA

District of Columbia Department of Health	**PROCEDURE 1103.000**
Parentage Determination and Amendment Processing	Implementing Office: Center for Policy Planning and Evaluation/Vital Records Division Training Required: Yes Originally Issued: **JUN 1 5 2022** Revised/Reviewed:
Approved by: _[signature]_ LaQuandra S. Nesbitt MD, MPH; Agency Director	**Review by Legal Counsel:** _[signature]_ Phillip Husband, Esq.; General Counsel	**Effective Date:** **JUN 1 5 2022** **Valid Through Date:** **JUN 1 5 2025**

I. Authority	Reorganization Plan No. 4 of 1996; Mayor's Order 1997-42; DC Code §16-909-16-909.4;
II. Reason for the Policy	The Vital Records Division (DCVRD or "the Division") within the Center for Policy Planning and Evaluation (CPPE) has jurisdiction over District of Columbia birth records. As the paternity of a child routinely becomes relevant in a range of legal proceedings, a policy is required to ensure that DCVRD practice aligns fully with applicable law.
III. Applicability	This document shall apply to all DC Health employees, vendor staff, contract employees, interns, employees of other DC government agencies temporarily assigned to DC Health who are assigned to DCVRD or whose assignment affords access to information in vital documents. These individuals are referred to collectively herein as "employees" or "DCVRD employees."
IV. Policy Statement	Processing of amendments related to voluntary acknowledgement of paternity (AOP), court paternity judgements (CPJs), AOP recissions, court-ordered parentage amendments, and presumption of parentage amendments fall within the portfolio of the Customer Service and Certification Operations Unit (CSCO), a unit within DCVRD. Facilitation and notarization of AOP forms after registration of a birth record also falls within the CSCO portfolio.

Processing of AOPs and consent to parent (CTP) forms prior to registration of a birth record falls within the portfolio of the Registration and Policy Unit (RPU), a unit within DCVRD.

The State Vital Records Registrar ("the Registrar") is the accountable manager for the performance of this function.

The DCVRD employee shall perform identity and entitlement verification for all applicants for vital records services. The employee shall inspect the following supporting documentation:

- Proof of identity pursuant to 1127.000 Vital Records Entitlement and Identity Verification
- For court-ordered parentage or presumption of parentage amendments, a certified copy of the birth certificate for the parent that will be added to the live birth record; and
- For presumption of parentage amendments, a certified copy of the marriage or domestic partnership certificate that is in compliance with D.C. Official Code §§ 7-231.08(l)(3) (2018) and 7-231.08(l)(4) (2018).

In-Institution AOPs Completed Prior to Birth Registration

Parents may complete an AOP at the facility where the child is born within 5 days after the date of birth. If the person who gave birth to the baby is married to, or in a domestic partnership with the father/second parent, they may list them as the father/second parent and the birth registration may progress. If the parents are not married and the father/second parent wishes to acknowledge paternity voluntarily, the parents may complete an AOP. However, please note, without the father/second parent completion and submission of an AOP, the father/second parent's name for unmarried parents not in a registered domestic partnership the facility cannot enter the father/second parent's name and demographic information in the report of live birth. If the facility receives a properly executed AOP from the parents within five (5) days after the date of birth, the facility shall enter the father's/second parent's name and demographic information in the report of live birth.

If the spouse or partner of the person who gave birth to the baby is not the biological father for any reason or an AOP or Consent to Parent (CTP) has not been completed, the facility shall register the birth with no father/second parent listed.

If the person who gave birth to the baby is unmarried or not in a domestic partnership at the time of either conception or live birth, or between conception and live birth, or the registrant is not born within 300 days after the termination of marital cohabitation by reason of death, annulment, divorce, or separation ordered by the court, but wishes to list the father on the birth record, DCVRD shall accept a notarized AOP with both parent's signatures.

DCVRD shall register the birth only after receiving an electronic report of live birth and, if applicable, a properly executed AOP within five (5) days after the child's birth date. The electronic report of live birth shall be submitted through the Vital Information Tracking Application-Electronic Birth Registration System (VITA-EBRS).

In-Institution Consent to Parent (CTP) Forms Completed Prior to Birth Registration

Parents may complete an CTP at the facility where the child is born within five (5) days after the date of birth. If the person who gave birth to the baby is married to, or in a registered domestic partnership with the second parent, they may list them as the second parent in VITA-EBRS and the birth registration may progress.

If the parents are not married and the second parent wishes to acknowledge parentage voluntarily, but is not eligible to complete an AOP, the parents may consent to parent a child born by artificial insemination pursuant to § 16-909.01(e) and complete a CTP. If the facility receives a properly executed CTP from the parents within five (5) days after the date of birth, the facility shall enter the second parent's name and demographic information in the report of live birth.

If the person who gave birth to the baby is unmarried or not in a domestic partnership at the time of either conception or live birth,

or between conception and live birth, or the registrant is not born within 300 days after the termination of marital cohabitation by reason of death, annulment, divorce, or separation ordered by the court, but wishes to list the father on the birth record, DCVRD shall accept a notarized CTP with both parent's signatures prior to registration of live birth and within five (5) days after the date of birth.

DCVRD shall register the birth only after receiving both an electronic report of live birth and if applicable a properly-executed CTP within five (5) days after the child's birth date. The electronic report of live birth shall be submitted through VITA-EBRS.

Out-of-Institution AOP or CTP Forms Completed Prior to Birth Registration

Parents may complete either an AOP or CTP and submit the completed form during the out-of-institution (OOI) birth registration application process. If the person who gave birth to the baby is married to, or in a domestic partnership with the second parent, they may list them as the second parent and the birth registration may progress. If the parents are not married and the father/second parent wishes to voluntarily acknowledge paternity, the parents may complete an AOP. If the parents are not eligible to complete an AOP but are eligible to complete a CTP, the parents may consent to parent a child born by artificial insemination pursuant to § 16-909.01(e). If the DCVRD employee receives a properly executed AOP or CTP during the OOI birth registration application process, the employee shall enter the father or second parent's name and demographic information in the report of live birth.

If the person who gave birth to the baby is unmarried or not in a domestic partnership at the time of either conception or live birth, or between conception and live birth, or the registrant is not born within 300 days after the termination of marital cohabitation by reason of death, annulment, divorce, or separation ordered by the court, but wishes to list the father on the birth record, DCVRD shall accept a notarized AOP or CTP with both parent's signatures prior to registration of live birth and within five (5) days after the date of birth.

Facilitation and Notarization of AOP Forms after Registration of a Birth Record

DCVRD employees shall facilitate and notarize AOP forms at the DCVRD work location.

If an AOP was not completed prior to birth registration and the parents are unmarried or not in a domestic partnership at the time of either conception or live birth, or between conception and live birth, and the registrant is not born within 300 days after the termination of marital cohabitation by reason of death, annulment, divorce, or separation ordered by the court, the parents may request an AOP processing service at the DCVRD fulfillment center. Parents who wish to complete a post-registration AOP at the DCVRD fulfillment center, must both appear in person simultaneously, complete the DCVRD application and identity and entitlement verification process before the AOP may be completed. If the registrant is 18 years of age or older, the registrant must accompany the parents in person, complete the DCVRD application and identity and entitlement verification process, which includes consenting to any birth record amendments resulting from the AOP.

The DCVRD employee shall retrieve the next customer ticket. The employee shall perform an inspection of the VITA-EBRS birth record to confirm that:

1) The birth record has been registered;
2) There is no existing father or second parent recorded in the record;
3) The person who gave birth to the baby is recorded in the birth record as being not married or in a domestic partnership;
4) Both parents are present and have completed the DCVRD application process, including identity and entitlement verification;
5) If the registrant is 18 years of age or older, that they are present and have completed the DCVRD application process, including identity and entitlement and are willing to consent to any resulting birth record amendments;

	6) If a surname amendment is being requested for the registrant, that no previous surname amendment has been performed; and 7) The birth record contains no indication from the hospital that the information reported by the parents is suspicious or potentially fraudulent. If the birth record has not been registered and an AOP has not been completed but the report of live birth is otherwise complete, the DCVRD employee shall refer the case to the RPU. The RPU employee shall contact the hospital of birth to request that the partially completed report of live birth be submitted for registration in VITA-EBRS. Once the birth record has been registered, the RPU employee shall refer the case back to the CSCO employee. The DCVRD employee shall facilitate completion of and notarize the AOP according to the requirements provided herein. Upon completion and notarization of the AOP, the DCVRD employee shall amend the birth record. If the birth record has not been registered and an AOP has been completed but not submitted to DCVRD, the DCVRD employee shall notify the CSSD representative. CSSD shall investigate the status of the AOP and advise the DCVRD employee of the appropriate next steps. In either case, the DCVRD employee shall require the parents to complete the AOP Supplemental Form as part of the AOP application process. If upon inspection of the VITA-EBRS birth record the DCVRD employee determines that there is a father or second parent listed on the birth record, the employee shall provide the applicants with a denial letter. If upon inspection of the VITA-EBRS birth record the DCVRD employee determines that the person who gave birth to the baby is recorded in the birth record as being married or in a domestic partnership, the employee shall provide the applicants with a denial letter.

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Pursuant to 29 § DCMR 2817.8, if an item of information on a vital record is amended the information shall not be amended again without an order of the court.

If the applicants require a surname amendment and the registrant's surname has been previously amended, the DCVRD employee shall advise the applicant that the AOP may be completed without modification to the registrant's surname. If the applicants require modification to the previously amended registrant's surname, the DCVRD employee shall provide the applicants with a denial letter.

If the registrant is six (6) years of age or older, the AOP may only be used to add the name, place of live birth and date of live birth of the parent being added to the live birth record. A legal name change court order is required to amend the legal name of the registrant.

If both parents are not present, the DCVRD employee shall provide the applicants with a denial letter. If the registrant is 18 years of age or older and is not present or has not previously submitted an Adult Consent to AOP affidavit, the DCVRD employee shall provide the applicants with a denial letter. If both parents and the registrant, if 18 years of age or older, have not completed the DCVRD application process, including identity and entitlement, the DCVRD employee shall provide the applicants with a denial letter.

If the birth record contains indication from the hospital that the information reported by the parents is suspicious or potentially fraudulent, the DCVRD employee shall notify the CSCO supervisor immediately. Upon inspection of the VITA-EBRS birth record, the CSCO supervisor shall provide case-by-case guidance to the DCVRD employee.

If the DCVRD employee determines that all requirements for AOP completion have been met by the applicants, the employee shall facilitate completion and notarization of the AOP as described in the procedures section of this document.

Birth Record Parentage Amendments

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For all birth record amendments related to parentage determination, the DCVRD employee shall obtain the next available affidavit number by logging the amendment in the AOP_CPJ Log, Birth Minor Amendment Log or Presumption of Parentage (POP) Log. The affidavit number shall be placed in the birth record amendment section in VITA-EBRS. Upon completion of the amendment in VITA-EBRS, supporting documentation related to a birth record parentage amendment shall be scanned and uploaded to the VITA-EBRS birth record. The paper documentation shall be stored in an area designated by the CSCO Supervisor.

After the amendment has been applied to the birth record, the DCVRD employee shall fulfill applicant requests for copies of the amended certificate and provide a copy of the AOP, if applicable, and instructions for updating record information with the United States Social Security Administration (SSA).

Performing Amendments Related to Voluntary Acknowledgement of Paternity (AOP)

DCVRD shall facilitate and notarize AOPs upon request by any applicant who meets the conditions stated herein.

DCVRD shall only process a birth record amendment request associated with an AOP upon receipt of a properly executed AOP, completed birth certificate application, including identity and entitlement verification, completed Supplement to Acknowledgment of Paternity form, Adult Consent to AOP where applicable, and payment of associated fees.

In all cases where an AOP has been properly executed and submitted to DCVRD, the DCVRD employee shall amend the birth record to add the name, place of live birth and date of live birth of the parent being added. In some cases, an AOP may be used to amend the surname of the registrant on the birth record. An AOP may never be used to amend the given name(s) of the registrant on the birth record.

If at the time of the AOP request the registrant is 18 years of age or older, the AOP may only be used to add the name, place of live

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birth and date of live birth of the parent being added to the live birth record. The registrant must provide a notarized Adult Consent to AOP affidavit acknowledging their consent to amend their birth record and a legible copy of their government-issued photo identification. If the parents are not present to complete the AOP at the time the affidavit is submitted, the DCVRD shall retain the Adult Consent to AOP affidavit in its files for one calendar year. After one calendar year has passed, the Adult Consent to AOP affidavit is considered to be invalid and a new affidavit must be completed by the registrant before an AOP-related birth record amendment may be completed.

If at the time of the AOP request the registrant is six (6) years of age or older, the AOP may only be used to add the name, place of live birth and date of live birth of the parent being added to the live birth record. A legal name change court order will be needed to amend the legal name of the registrant. For more information about amending a legal name, given name(s) or surname, see D.C. Code § 7-231.20.

The DCVRD employee shall invoice CSSD according to the requirements provided in the relevant memorandum of understanding.

Minor amendment of the person who gave birth to the baby's given name and/or demographic information may be possible at the time the AOP is executed if the birth certificate of the person who gave birth to the baby is also supplied as supporting documentation. In such cases, the person who gave birth to the baby shall complete a separate Amendment to Birth Record (two parent) Application. The name on the birth certificate of the person who gave birth to the baby must match the requested name provided by the applicant on the amendment application.

Performing Amendments Related to DC Office of the Attorney General (OAG) Court Paternity Judgements (CPJs)

When OAG has filed a motion for paternity judgement and a paternity judgement order has been received by the DCVRD, the DCVRD employee shall amend the birth record to reflect the parentage information ordered to be added by the court. The

DCVRD employee shall invoice CSSD according to the requirements herein.

Performing Amendments Related to non-OAG Court Paternity Judgements (CPJs) or Court Paternity Adjudication

When a parent has filed a motion for paternity judgement or amendment and a paternity judgement or amendment order has been received by the DCVRD, the DCVRD employee shall amend the birth record to reflect the parentage information ordered to be added by the court. If the parents are not present when the order is received, the DCVRD employee shall flag the VITA-EBRS birth record as "hold for payment" and add a note to the history section of the record indicating the date of receipt of the court order and the name of the issuing court. The DCVRD employee shall not issue a copy of a certificate for record flagged "hold for payment" until payment of fees has been satisfied.

Performing Amendments Related to AOP Recissions

An AOP may be rescinded by either parent without a court order within 60 days of the date of the last signature on the AOP. In such cases, an OAG CSSD Representative shall review and notarize the Rescission of Acknowledgement of Paternity Form. The DCVRD employee shall then amend the birth record as indicated in the procedures section of this document. Beyond the 60-day window of time, a DCVRD employee shall only remove parentage information upon receipt of an order by the Superior Court of the District of Columbia.

Birth record modifications related to an AOP recission shall include:

- Removal of all data related to the father/second parent;
- Modification of the VITA-EBRS "Acknowledgement signed by father" field from "yes" to "no";
- Removal of the affidavit number from the relevant field in VITA-EBRS; and
- Modification of the registrant's surname to their pre-AOP surname.

An applicant may not file a new AOP with the same parent previously rescinded. The applicant must obtain a court order to file an AOP with a parent previously acknowledged.

Performing Amendments Related to Presumption of Parentage (POP)

If the person who gave birth to the baby marries or enters into a domestic partnership with the father or second parent of the registrant, their spouse or partner is presumed to be the father or second parent if there is not father recorded in the birth record.

If the presumed parent is not recorded on the live birth record during the birth registration process, then a presumption of parentage form must be completed at the DCVRD office with both parents present as well as signed and sworn to before a notary. The DCVRD employee shall not perform a presumption of parentage service if a father or second parent is already listed on the birth record. If a father or second parent is already listed on the birth record, the applicant(s) must petition DC Superior Court to remove the recorded parent.

If at the time of the presumption of parentage request the registrant is eighteen (18) years of age or older, then the registrant must be present to complete a notarized Adult Consent to POP affidavit acknowledging their consent to amend their birth certificate or submit the notarized affidavit prior to such an amendment.

A presumption of parentage request can only be used to add the name, place of birth and date of birth of the presumed parent as well as to amend the legal name of the registrant if the registrant is under the age of six pursuant to the policy stated herein.

Invoicing CSSD

DC Health has a Memorandum of Understanding (MOU) with the District of Columbia Office of the Attorney General (OAG) for the purpose of supporting paternity establishment. When services described in the terms of the MOU are performed by DCVRD, the DCVRD employee shall obtain the required information from the

	AOP_CPJ Log and prepare a monthly invoice in the format prescribed by the Registrar. The following services are described within the MOU: • AOPs facilitated and notarized by DCVRD; • AOPs that are examined by DCVRD for the purpose of registration; and • Birth record amendments resulting from OAG CPJs. Any employee in violation of any part of this SOP may be subject to commensurate disciplinary action.
IV. Definitions & Acronyms	**Administrative Amendment -** A modification to a vital record that can be made without an order of the court. **AOP-** Acknowledgement of Paternity **Applicant-** Individual requesting a vital record from DCVRD **CPPE-** Center for Policy Planning and Evaluation **CSCO-** Customer Service and Certification Operations **Data Provider –** A person who is authorized to report vital event information to DCVRD, including but not limited to institutions, funeral service providers, and medical examiners, and other informants. **DCSC-** District of Columbia Superior Court **DCVRD-** District of Columbia Vital Records Division **DCVRD Fulfillment Center –** A location authorized by the Registrar for vital records document certification and issuance. **OAG-** District of Columbia Office of the Attorney General **Parentage-** The identity and origins of one's parents. **Person who gave birth to the baby -** person who gave birth regardless of their gender identity or preferred parent label.

	Presumption of Parentage - An action establishing paternity for a biological father or second parent who married or was in domestic partnership with the person who gave birth to the baby at the time of either conception or live birth, or between conception and live birth, or a child is born within 300 days after the termination of marital cohabitation by reason of death, annulment, divorce, or separation ordered by the court **Paternity-** The legal relationship between a father and their biological or adopted children and deals with the rights and obligations of both the father and the child to each other as well as to others. **Registrant-** The individual whose birth or death is documented on a vital record.
VI. Procedures	**Procedure A: In-Institution AOP or CTP Forms Completed Prior to Birth Registration** 1. The DCVRD employee shall access the VITA-EBRS state validation exception processing queue at least three days per week. 2. If the employee observes that reports of birth were not auto-filed due to an outstanding AOP or CTP, the employee shall access the Shipped AOP/CTP Tracking Log on the DCVRD SharePoint site. If reports of birth that were not auto-filed have been shipped per the tracking log, the DCVRD employee shall access the scanned AOP/CTP documentation in the "HOSP AOP Packet Documents" folder on the DCVRD SharePoint site. 3. If the records are more than seven (7) days old, the employee shall obtain status from the data provider and report the touchpoint on the RPU Touchpoint Form and add a note in the action history section of the VITA-EBRS report of live birth. The employee shall continue making attempts to encourage registration of the report of live birth as prescribed in the Birth Open Actions and Escalations Process implementation bulletin.

4. If the data provider states that the AOP/CTP packet was mailed and that they failed to use the Shipped AOP/CTP Tracking Form, the DCVRD employee shall advise the data provider that use of the form is required for policy compliance.

5. Once the AOP/CTP has been obtained for the outstanding report of live birth, the DCVRD employee shall only accept a record when the following have been verified to be true:

   a. That the parents have not indicated a different given name on the AOP/CTP for the child from that provided in the report of live birth;

   b. That the surname provided for the registrant matches that of the first parent, second parent, or the surnames of both parents recorded in any order in a hyphenated or unhyphenated form. If the surname does not meet this criteria and a surname is provided to which a familial connection has been alleged by the parents, that an Alternate Surname Form has also been provided;

   c. That the spelling of the given names and surname recorded in the report of live birth matches the spelling of the given names and surname written on the AOP/CTP or Alternate Surname Form;

   d. That the sex and date of birth recorded in the report of live birth match the information on the AOP/CTP;

   e. That the spelling of the parents' names recorded in the report of live birth matches the spelling of the parents' names reported on the AOP/CTP or Alternate Surname Form;

   f. That the AOP has been properly executed according to OAG CSSD guidelines or that the CTP has been properly executed according to the DCVRD CTP implementation bulletin; and

   g. That the parents' dates of birth, social security numbers, race, ethnicity, education and addresses recorded in the report of live birth match the information reported on the AOP/CTP.

6. If any of the conditions required by Procedure A, Step 5 have not been met and the record is not aged more than five (5) days past the date of birth, the DCVRD employee shall

reject the report of birth back to the data provider for correction to the report of birth or AOP/CTP.

7. If the data provider reports that they are unable to obtain corrected documentation from the parents for any reason prior to five (5) days after the date of birth or if the father/second parent rescinds their AOP prior to birth registration, the DCVRD employee shall direct the provider to remove all information about the father or second parent from the report of birth, including the registrant's surname if the surname is that of the father or second parent. The employee shall direct the provider to resubmit a report of birth containing only the variables related to the registrant or mother/person who delivered the baby collected on the DC Birth Facility Worksheet or DC Mother/Person who Delivered the Baby Worksheet. The employee shall direct the provider to deselect report of birth indicators that an AOP/CTP has been completed. In such cases, the registrant's surname shall be that of the mother or that of a familial connection alleged and attested to on an Alternate Surname Form that has also been submitted within five (5) days after the date of birth. The registrant's surname shall not be that of the father/second parent unless the father/second parent will be reported in the report of birth. If these actions are prompted by an AOP recission prior to birth registration, the DCVRD employee shall instruct the data provider to submit recission documentation in support of the recission. The DCVRD employee shall scan the recission documentation, including the original AOP, and attach to the VITA-EBRS birth record.

8. If any of the conditions required by Procedure A, Step 5 have not been met and the record is aged more than 5 days past the date of birth, the DCVRD employee shall follow the instruction provided in Procedure A, Step 6.

9. If a data provider reports that an AOP is missing, the DCVRD employee shall escalate the matter to the CSCO supervisor. The CSCO supervisor shall contact CSSD to request a copy of the AOP and provide it to the requesting

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employee. The employee shall use this copy to complete this procedure.

10. If a data provider reports that a CTP is missing, the DCVRD employee shall escalate the matter to the RPU supervisor for review and decision.

11. If the DCVRD employee has verified that the AOP/CTP has been properly completed as indicated in Procedure A, Step 5, the employee shall upload the scanned AOP/CTP to the related VITA-EBRS record.

12. The DCVRD employee shall click "complete record" in VITA-EBRS to complete registration of live birth.

13. The DCVRD employee shall file original copies of AOPs in the area designated by the RPU Supervisor.

Procedure B: Out-of-Institution AOP or CTP Forms Completed Prior to Birth Registration

1. If during the processing of an out-of-institution birth registration request the DCVRD employee determines that an AOP or CTP is requested, the employee shall request a completed, notarized form from the parent(s).

2. If more than 30 days have not passed after the date the application was submitted and a notarized AOP or CTP form have not been submitted, the DCVRD employee shall perform weekly follow-ups with the parents to request the form. Details regarding each follow-up shall be recorded in the VITA-EBRS birth record history and RPU Touchpoint Form.

3. If more than 30 days have passed after the date the application was submitted but a notarized AOP or CTP form have not been submitted and the parents have not satisfied all other out-of-institution birth registration

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application requirements, the DCVRD employee shall provide the person designated by the RPU supervisor with a referral for application dismissal. If the person designated by the RPU supervisor approves the dismissal, the DCVRD employee shall refer the case to the RPU supervisor.

4. If the RPU supervisor approves, the DCVRD employee shall dismiss the application and provide the parents with a denial letter stating that that their application must be resubmitted. The employee shall record the notification to the parents in the RPU Touchpoint Form. In such cases, the DCVRD employee shall screenshot the partially completed VITA-EBRS record and save the images within the case folder on SharePoint. Upon saving screenshots of each page and section of the partially completed VITA-EBRS records, the employee shall delete the partially completed record in VITA-EBRS.

5. If the person designated by the RPU supervisor or RPU supervisor deny a request to dismiss an application for out of institution birth registration, the DCVRD employee shall take the action instructed by the person designated by the RPU supervisor or RPU supervisor.

6. If the conditions in Procedure B, Step 3 have occurred and the parent(s) submit an AOP or CTP thirty or more days after the date the application was submitted, the DCVRD employee shall advise the parents that the birth has been registered and a birth record amendment will be required. The employee shall provide information to the parent(s) regarding DCVRD amendment requirements.

7. If more than 30 days have not passed after the date the application was submitted and the DCVRD employee receives a notarized AOP or CTP, the employee shall confirm that the form meets conditions stated in Procedure A, Step 5.

8. If the conditions are not met, the employee shall follow the steps provided in Procedure B, steps 2 and 3 as applicable.

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9. If the conditions are met, the DCVRD employee shall access the partially completed report of live birth in VITA - EBRS. The employee shall input the information required from the AOP or CTP form within the report of live birth. The employee shall submit the report of live birth for registration.

10. The DCVRD employee shall upload the scanned AOP/CTP to the related VITA-EBRS record. The employee shall file original copies of AOPs and CTPs in the area designated by the RPU Supervisor.

Procedure C: Facilitation and Notarization of AOP Forms by DCVRD staff after Registration of a Birth Record

1. The DCVRD employee shall retrieve the next AOP ticket in the VITA-CSMS.

2. The DCVRD employee shall complete the identity and entitlement verification as required by SOP 1127.000 Vital Records Entitlement and Identity Verification.

3. If the applicants are successfully verified, the DCVRD employee shall perform an inspection of the VITA-EBRS birth record to confirm its eligibility for an administrative amendment to paternity information as defined in the policy section of this SOP.

4. If the birth record is not eligible for an administrative amendment to paternity information, the DCVRD employee shall refer to the procedure for modification denials.

5. If the birth record is eligible for an administrative amendment to paternity information and the registrant is younger than 18 years of age, the DCVRD employee shall photocopy the parents' identification and print an administrative copy of the existing birth record.

6. If the birth record is eligible for an administrative amendment to paternity information and the registrant is 18 years of age or older, the DCVRD employee shall obtain the registrant's signature within the Adult Child Consent to AOP affidavit and photocopy the registrant's identification.

7. The DCVRD employee shall transfer the VITA-CSMS ticket to the "consultation" queue.

8. The DCVRD employee shall review the AOP form in its entirety with the applicants. The DCVRD employee shall require the parents to complete the front of the AOP form.

9. If the applicants request modification of the registrant's given name(s), the DCVRD employee shall advise the applicants that modification of a registrant's given name(s) may not be accommodated using an AOP. The employee shall provide the parents with appropriate instruction for modification of a registrant's given name(s) as defined in guidance issued by the Registrar.

10. The DCVRD employee shall read each attestation statement on the back of the AOP form and require the applicants to acknowledge by initialing each statement.

11. The DCVRD employee shall require the father to complete the Supplement to Acknowledgement of Paternity form.

12. The DCVRD employee shall invoice CSSD as instructed by Procedure I within this SOP.

Procedure D: AOP Amendments for Adult Registrant

This procedure may only be executed if both parents are present, and have verified their identity through documentation. If the registrant is 18 years of age or older, they must also have their identity verified and complete a consent form to amend their birth record.

1. The DCVRD employee shall transfer the VITA-CSMS ticket to the "modifications" queue.

2. The DCVRD employee shall ensure the AOP and any supporting documents are correctly executed.
3. The DCVRD employee shall create an entry in the electronic AOP log and assign an AOP amendment number. The DCVRD employee shall access the VITA-EBRS birth record and perform the amendment as required.

Procedure E: Performing Amendments Related to AOP Recissions

This procedure may be executed if either parent is present, and has verified their identity through documentation.

1. The DCVRD employee shall retrieve the next Modification ticket in the VITA-CSMS.

2. If either applicant is seeking to remove a father by performing a paternity rescission more than 60 calendar days after the last signature date applied by the parents on the AOP, the DCVRD employee shall advise the applicant that a court order is required to remove the father from the birth record. In such cases, the DCVRD employee shall issue a denial letter to the applicant as instructed and provide an instruction sheet for performing recissions.

3. If either applicant is seeking to remove a father by performing a paternity rescission fewer than 60 calendar days after of the date of the last signature applied by the parents on the AOP, the DCVRD employee shall transfer the VITA-CSMS ticket to the "consultation" queue and refer the applicant to a CSSD Specialist to complete the Rescission of Acknowledgement of Paternity Form with the applicant.

4. If a paternity recission has been completed, the CSSD Specialist shall provide the original, notarized recission form to DCVRD.

5. The DCVRD employee shall call the VITA-CSMS ticket from the "consultation" queue and complete the identity and entitlement verification as required by SOP 1127.000 Vital Records Entitlement and Identity Verification.

6. If the applicant is successfully verified, the DCVRD employee shall ensure the original recission form has been received from the CSSD Specialist. If the form has not been received, the DCVRD employee shall advise the customer that the amendment cannot be performed until the form is received.

7. If the form has been received, the DCVRD employee shall create an entry in the electronic AOP log and assign a recission number.

8. The DCVRD employee shall access the VITA-EBRS birth record and perform the following amendment actions as required.

Procedure F: Performing Amendments Related to Court Paternity Judgements (CPJs) and Court-Ordered Parentage

1. The Superior Court of the District of Columbia (DCSC) or court of competent jurisdiction makes paternity judgements and issues to DCVRD orders to amend paternity.

2. For orders received from DCSC, the DCVRD employee shall perform the amendment as instructed. The employee shall invoice CSSD as instructed by Procedure H within this SOP.

3. For orders not received from DCSC, the DCVRD employee shall perform the amendment as instructed. The employee shall place a "hold for payment" flag in the VITA-CSMS request and collect fee payment from the customer upon their arrival.

SOP 1103.000 Parentage Determination and Amendment Processing

	Procedure G: Performing Amendments Related to Presumption of Parentage 1. The DCVRD employee shall complete a presumption of parentage amendment as instructed. **Procedure H: Invoicing DC Office of Attorney - General Child Support Services Division (CSSD)** 1. The DCVRD employee shall prepare a monthly invoice on the 5th of each month or next business day for services performed under the terms of the DC Health-CSSD Memorandum of Understanding. 2. The DCVRD employee shall retrieve the AOP_CPJ log and the pre-registration AOP report to determine the volume of services completed within the previous month. 3. The DCVRD employee shall complete the invoice using the template provided by the CSCO supervisor. 4. The DCVRD employee shall provide the completed invoice to the CSCO supervisor. 5. The CSCO supervisor shall review the invoice and provide to the designated CSSD representative.
VII. Contacts	State Vital Records Registrar Customer Service and Customer Operations Unit Supervisor Registration and Policy Unit Supervisor
VIII. Related Documents, Forms and Tools	SOP 1127.000 Vital Records Entitlement and Identity Verification DC Health-CSSD Memorandum of Understanding Adult Child Consent to AOP Affidavit

	Adult Child Consent to POP Affidavit
	Voluntary Acknowledgment of Paternity Form
	Consent to Parent Form
	Presumption of Parentage Form
	Alternate Surname Form
	Supplement to Acknowledgment of Paternity Form