

## INSTRUCTIONS FOR PARENTS

### Process to Get a Certified Copy of the *Voluntary Acknowledgment of Paternity and Birth Certificate*

After the *Voluntary Acknowledgment of Paternity (VAoP)* has been completed, signed and notarized, the agency completing the form will send it to the Tennessee Office of Vital Records. Vital Records will amend the birth record to include the father's name and, if you changed the child's name when completing the *VAoP*, the child's name change will be made on the birth record.

***Please allow a minimum of 4 - 6 weeks for Vital Records to process the VAoP and amend the birth record before requesting a certified copy of the VAoP and amended birth certificate.***

In order to receive a certified copy of the *VAoP* and amended birth certificate, contact the Health Department or Child Support Office where you signed the *VAoP* form. They will verify that your child's birth certificate has been amended with the father's information and if applicable, the child's name change. Once the amendment has been processed, you will be able to purchase the certified *VAoP* and amended birth certificate at any Tennessee Health Department.

## FEES

### If *Voluntary Acknowledgment of Paternity* is processed when child is under age one

- **\$15.00** for a certified birth certificate – which is an exact copy of the amended birth certificate.

### If the child is age one or older

- **\$15.00 one-time amendment fee** to add the father's name and other information
- **\$15.00 amendment fee plus \$15.00** (for a certified birth certificate) for a total of **\$30.00**

### Any age child

- In order to change your child's name on their Social Security card, the Social Security Administration (SSA) may need to see a certified copy of the birth certificate **and** the *VAoP*. Contact your local SSA office to find out if they will require you to have the certified *VAoP*.
- If you are a male Uniformed Service member of the military and want to add your child to the Defense Enrollment Eligibility Reporting System (DEERS), you will need a certified copy of the amended birth certificate **and** the *VAoP*.
- When requesting a certified copy of the *VAoP*, a birth certificate must also be purchased. A certified copy of the *VAoP* is **\$5.00** plus **\$15.00** for a certified birth certificate for a total of **\$20.00**.
- If you have questions regarding the amendment of the birth certificate, you can contact the Office of Vital Records at **1-615-532-2685**.