

Policy for Paternity Affidavit:

Paternity may be established at

1. Local Health Dept (\$50.00 + \$12.00 for Birth Certificate)
2. Prosecutor's office
3. Court

Always check and make sure that there has not been a PA already signed.

ID Needed:

1. Picture ID (current)
 - ✓ State Issued photo ID
 - ✓ Military ID or State ID
 - ✓ Valid passport
 - ✓ Dept. of Correction ID
 - ✓ School ID with picture and signature
 - ✓ Court order (order must order local health dept. to release record to person named on record.)
 - ✓ For Affidavit upon Marriage, A MARRIAGE LICENSE MUST BE PRESENTED.
 - ✓ Genetic test results filing for joint custody (and is within 60 days after child's birth).

If there is no Picture ID we will need **TWO** of these:

- ✓ Police report (for reported stolen ID)
- ✓ Fire report (for record that are destroyed in fire)
- ✓ Vehicle registration with signature & SS #
- ✓ Welfare, food stamp or WIC ID cards
- ✓ Voter's registration card
- ✓ Application of marriage license
- ✓ Baptismal certificate
- ✓ Birth record of children
- ✓ Employment records
- ✓ High School Diploma (copy is acceptable)
- ✓ Hospital record of birth
- ✓ Life insurance policies (includes name of company, policy # and date of issuance)
- ✓ Military discharge papers
- ✓ Court order

ALL IDENTIFICATION MUST BE CURRENT

Procedure:

1. Get all identification and copy.
2. Give them the application form to fill out.
3. After ID is taken and form filled out, go to Paternity Affidavit template and complete.
4. Give draft to each to look over, make corrections.

At this point they are to be separated to different areas to look over.
5. If they are filing for JOINT CUSTODY they will need paternity testing results within 60 days of child's birth.
6. Put date of viewed test results on PA application. We will not keep any DNA test results.
7. We will keep PA for 60 days after which "Custody Section" will be void if DNA test are not presented.

8. If the child is more than 60 days old they MAY NOT FILE FOR JOINT CUSTODY.
9. If the parent would like legal advice, give them a "Sample Copy" they may take it elsewhere to look it over. We cannot give legal advice. If the "Sample Copy" is signed when they bring it back in. Paternity Affidavit must be filled out, signed and notarized *in office*. Otherwise they need to go to another agency to have it done.
10. Notarize, make copies for both parents
11. Send original to the State, keep a copy and attach to birth certificate.