

CALIFORNIA PATERNITY DECLARATION INFORMATION REQUEST (FOR USE BY PUBLIC AGENCIES ONLY)



REQUEST TYPE*:

CERTIFIED – Verified request form AND certified copy of Declaration

VERIFICATION – Verified request form ONLY

Required Fields are marked with *

CHILD'S FIRST NAME*		CHILD'S MIDDLE NAME		CHILD'S LAST NAME*	
CHILD'S DATE OF BIRTH*				CHILD'S COUNTY OF BIRTH	
MOTHER'S FIRST NAME	MOTHER'S LAST NAME		MOTHER'S DATE OF BIRTH	MOTHER'S SOCIAL SECURITY NUMBER	
FATHER'S FIRST NAME	FATHER'S LAST NAME		FATHER'S DATE OF BIRTH	FATHER'S SOCIAL SECURITY NUMBER	

REQUIRED REQUESTOR INFORMATION

REQUESTOR'S COMPLETE E-MAIL ADDRESS*		PHONE NUMBER - DIRECT LINE*	
REQUESTOR'S FIRST AND LAST NAME*		JOB TITLE*	
REQUEST DATE (MM/DD/YYYY)*	COUNTY	STATE*	
AUTHORIZED AGENCY TYPE*	DIVISION	UNIT	

YOU MUST SUBMIT USING THE **CLICK TO SUBMIT** BUTTON ON PAGE 2.

ALLOW 1-2 WORKING DAYS FOR PROCESSING

REQUESTS ARE PROCESSED AND RETURNED TO REQUESTOR VIA ENCRYPTED E-MAIL ONLY.

TO SPEAK TO A STATE POP ANALYST - (916) 464-1982 OR E-MAIL ASKPOP@DCSS.CA.GOV



RECORD VERIFICATION FOR STATE USE ONLY



RECORD ON FILE

NO RECORD FOUND

DATE PATERNITY ESTABLISHED:		
POP ANALYST / PROCESSED DATE:		

WARNING

POP information must be kept confidential. You may be subject to disciplinary actions, including termination, as well as civil and/or criminal penalties if you unlawfully access or disclose POP information. The information below outlines your responsibilities as a requestor.

To keep POP information confidential, I must:

- Access POP information solely for business purposes;
- Disclose POP information solely to parents, the child, the local child support agency, the county welfare department, the county counsel and the State Department of Health Services and the Courts. (Family Code §7571(i));
- Safeguard POP information no matter what form it takes (i.e., stored on the network, stored on a CD, and printed on paper);
- Store POP information (in any format) only in confidential locations;
- Secure all POP information contained on paper documents from observation by or disclosure to unauthorized persons at all times (i.e., store paper documents in locked drawers);
- Secure all POP information accessible from my computer by locking my computer screen (i.e., by using the Ctrl+Alt+Del function keys) whenever I leave my work area;
- Transmit POP information solely by secure methods;
- Secure POP information from unauthorized access at the end of the workday by locking paper documents or removable media in file cabinets or drawers and shutting down my computer.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read the security measures described above and I agree to use them. If I need information about how to access, use, disclose, store or transmit POP information confidentially, I will consult my employer's Information Security Officer or the Department of Child Support Services Information Security Officer at **(916) 464-5045** or ISO@DCSS.ca.gov.

REQUIRED BUSINESS NEED

I declare under the penalty of perjury under the laws of the State of California that I am an employee of a Local Child Support Agency (LCSA), county welfare department/social services, county counsel, the State Department of Health Services, or the courts and my job duties require me to review POP Declaration information to determine when:

- Parentage has already been established for children born to unmarried parents
- Cases must be referred to a LCSA because the parents are unmarried, and paternity has not been established
- A birth certificate can be amended to add the father's name

