F.Y.I.

from the Policy Unit
FYI-223
Date: May 6, 2019

SUBJECT: California Parentage Declaration Information Request

Please contact the Policy Unit if you have any questions regarding these or any other changes at
DCSS POLICYQUESTIONS@azdes.gov **or call 602-771-8127**

The Policy Unit is pleased to announce the revised California Parentage Declaration Information Request form is now updated on the PORT.

Effective immediately, only this version of the form may be used. Any submissions using the old form will be rejected by California. Please destroy any printed copies and refer to the PORT for the most current version.

To submit the form, complete the following:
- Complete all required fields
- Use the **Click to Submit** button on the bottom of page 2 to submit the request. Allow 1-2 working days for processing.
- When the processed request is returned from California, in order to print the certified copy, please follow the printing instructions here.
  Note: Do not fax your request. Requests are processed and returned to the Requestor via Encrypted E-Mail only. For any questions you may call (916) 464-1982 or via E-Mail at ASKPOP@DCSS.CA.GOV.

The California Parentage Declaration Information Request form is located in the PORT under: Appendices>DCSS Document Matrix>DCSS Internal Forms and Checklists>Paternity

The updated Paternity Procedure is located in the PORT under: Paternity>Paternity>Paternity Procedure

The updated California Paternity Desk Aid and the printing instructions are both located in the PORT under: Desk Aids>Paternity>California Paternity Desk Aid or California Parentage Declaration Printing Instructions

DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.