
DCSE Policy & Procedures Unit
Policy Update
PPU 09-07-003
July 10, 2009

SUBJECT: Adding the Father's Name to the Birth Record at OVR

Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 771-8127.

The IV-D PARTNERS should send POLICY inquiries directly to DCSE-POLICYQUESTIONS@azdes.gov

All court orders sent to the Office of Vital Records (OVR) to add the father's name to a birth certificate **must** contain a legal determination of paternity. This PPU clarifies the types of court orders to send to OVR to request the addition of the father's name to an existing birth certificate.

Recently, a court order was submitted to a local county office that contained the statement, **"IT IS HEREBY ORDERED: Petitioner/father shall continue being the primary physical custodian of the children."** This type of order cannot be submitted to OVR to have the father's name added to the birth record because this order **does not** contain a legal determination of paternity. Paternity must be established in an order for there to be a legal determination. An order that only makes a reference to someone as the "father" is not a legal determination of paternity.

The Office of Vital Records will not accept any court orders requesting to add the father's name to the birth record that do not contain a legal determination of paternity. The legal determination of paternity may be in the form of an Order of Paternity signed by a presiding judge or an Acknowledgement of Paternity from HPP.

Staff are urged to view this information directly on OPPM and not create a separate personal file. Click on the link <http://dcsepc>. You will find this Policy Update in Policy Updates 2009.