
DCSE Policy & Procedures Unit
Policy Update
PPU: 11-06-004
Date: June 30,2011

SUBJECT: Affidavit Acknowledging Paternity (AAP)

Please contact the Policy Unit if you have any questions regarding these or any other changes at
<http://dcsevf04/DCSE/PolicyQuestions> or (602) 771-8127.

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

This PPU is to inform staff of the updated policy and procedures regarding establishing paternity through the administrative process by filing the Affidavit Acknowledging Paternity (AAP) for all children born in Arizona.

On September 1, 2010, The Division of Child Support Enforcement (DCSE) stopped utilizing the judicial process for filing voluntary acknowledgements of paternity. All voluntary acknowledgments from that date forward are filed administratively through HPP. All genetic test requests remain a judicial process and are handled by DCSE and the Attorney General's Office.

These procedures are now available on OPPM.

To review Policy on the AAP:

1. Access OPPM: <http://dcsepc>
2. Go to: Paternity
 - a. Click on: Paternity Policy
 - b. Go to: Paternity Stipulations
 - c. Click on: 10. Policy for the Affidavit Acknowledging Paternity (AAP)

To review Procedures to Establish Paternity by the AAP:

1. Access OPPM: <http://dcsepc>
2. Go to: Paternity:
 - a. Click on: Paternity Procedures
 - b. Go to: Pre-litigation Voluntary Acknowledgement Conference Procedures
 - c. Click on: 10. Procedures for filing the new Affidavit Acknowledging Paternity.

Staff are urged to view this information directly on OPPM and not create a separate personal file. Enter <http://dcsepc> in your browser to view this Policy Update in Policy Updates 2010