

## INSTRUCTIONS FOR PARENTS

### Process to Get a Certified Copy of the *Voluntary Acknowledgment of Paternity and Birth Certificate*

After the *Voluntary Acknowledgment of Paternity (VAoP)* has been completed, signed and notarized, the agency completing the form will send it to the Tennessee Office of Vital Records. Vital Records will amend the birth record to include the father's name and, if you changed the child's name when completing the *VAoP*, the child's name change will be made on the birth record.

**NOTE: Please allow a minimum of 4 - 6 weeks for Vital Records to process the *VAoP* and amend the birth record before requesting a certified copy of the *VAoP* and amended birth certificate.**

In order to receive a certified copy of the *VAoP* and amended birth certificate, complete the birth certificate application and return it with the correct fee to:

Tennessee Office of Vital Records  
Andrew Johnson Tower, 1<sup>st</sup> Floor  
710 James Robertson Parkway  
Nashville, TN 37243

## FEES

### If *Voluntary Acknowledgment of Paternity* is processed when child is under age one

- **\$15.00** for the **short form** birth certificate – which is a certified computerized transcript that shows child's name, date of birth, sex, county of birth, certificate number, parent's names and file date.
- **\$15.00** for the **long form** birth certificate – which is an exact copy of the amended birth certificate.

### If the child is age one or older

- **\$15.00 one-time amendment fee** to add the father's name and other information
- **\$15.00 amendment fee plus \$15.00** (for long form or short form birth certificate) for a total of **\$30.00**

### Any age child

- In order to change your child's name on their Social Security card, the Social Security Administration (SSA) may need to see a certified copy of the birth certificate **and** the *VAoP*. Contact your local SSA office to find out if they will require you to have the certified *VAoP*.
- If you are a male Uniformed Service member of the military and want to add your child to the Defense Enrollment Eligibility Reporting System (DEERS), you will need a certified copy of the amended birth certificate **and** the *VAoP*.
- When requesting a certified copy of the *VAoP*, a long form birth certificate must also be purchased. A certified copy of the *VAoP* is **\$5.00** plus **\$15.00** for the long form birth certificate for a total of **\$20.00**.  
*Note: The certified *VAoP* can only be purchased through the Office of Vital Records. It is not available through the local Health Department.*
- If you have questions regarding the amendment of the birth certificate, you can contact the Office of Vital Records at **1-615-532-2685**.