

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.

Current processing times for the Tennessee Office of Vital Records can be found at:

<https://www.tn.gov/health/health-program-areas/vital-records/howlong.html>

In order to receive a certified copy of the *VAoP* and amended birth certificate, contact the Health Department or Child Support Office where you signed the *VAoP* form. They will verify that your child's birth certificate has been amended with the father's information and if applicable, the child's name change. Once the amendment has been processed, you will be able to purchase the certified *VAoP* and amended birth certificate at any Tennessee Health Department.

FEES

If a *VAoP* is processed when the child is under six (6) months of age

- **There is no amendment fee for a *VAoP* that is received by the Office of Vital Records for a child under six (6) months old.**
- **\$15.00** for a certified birth certificate – which is an exact copy of the amended birth certificate.

If the child is six (6) months 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 a certified birth certificate) for a total of **\$30.00**

Any age child

- 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 birth certificate must also be purchased. A certified copy of the *VAoP* is **\$5.00** plus **\$15.00** for a certified birth certificate for a total of **\$20.00**.
- If you have questions regarding the amendment of the birth certificate, you can contact the Office of Vital Records at **1-615-741-1763**.