

**INSTRUCTIONS FOR HOSPITALS, MIDWIVES, AND OTHER
BIRTHING FACILITIES COMPLETING THE AFFIDAVIT
ACKNOWLEDGING PATERNITY**

THIS IS A LEGAL DOCUMENT. TYPE OR COMPLETE IN BLACK INK AND DO NOT ALTER.

You are mandated by federal law to present the Voluntary Paternity Acknowledgment Program to all unwed parents under your care. The information must be provided orally by explaining the affidavit process to the parents or showing the video “The Power of Two,” and in writing by distributing the brochures entitled “Voluntary Paternity Acknowledgment Program of Arkansas.” The Office of Child Support Enforcement (OCSE) will furnish you with all the materials you will need for this program.

Hospitals, midwives, and other birthing facilities shall not charge a fee for this service.

Under no circumstances should the Acknowledgment of Paternity (AOP) form be submitted to OCSE or the Division of Vital Records bearing crossed out or whited out information. Altered documents are questionable and often not admissible in court.

It is preferred that hospital personnel, midwives, or other authorized entities complete the AOP forms to avoid mistakes in recording information. Requested information should not be left blank. If information is omitted on the AOP, OCSE will make the determination as to the validity of the document and return to sender if necessary. Social Security numbers are mandatory. Write “none” if parents do not have Social Security numbers.

Parents should review and verify all information before signing in the presence of a notary public.

Do not notarize this form if you do not witness the signature. A notary public violating Arkansas law in respect to witnessing signatures can be guilty of a Class A misdemeanor. For information on notary penalty and revocation, refer to the Arkansas notary public handbook provided by the Secretary of State. **Notaries choosing to use a rubber stamp instead of the metal embosser, must stamp each signature and on each copy.**

This Acknowledgment of Paternity should be completed for children born in Arkansas. Parents of children born in another state should complete that state’s form.

**THIS PAGE IS INFORMATIONAL FOR PROVIDERS ONLY. IT IS PERFORATED.
PLEASE REMOVE BEFORE DISTRIBUTING THE FORM TO UNWED PARENTS.**