

HELPFUL INFORMATION

ALAMEDA COUNTY RECORDERS OFFICE

1106 Madison Street
Oakland, CA 94607
Phone: (510) 272-6363
www.acgov.org

ALAMEDA COUNTY FAMILY COURT DIVISION

First Floor
2233 Shoreline Drive
Alameda, CA 94501
Phone: (510) 263-4311
www.alameda.courts.ca.gov

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

P.O.Box 997410
Sacramento, CA 95899
Phone: (916) 445-2684
www.cdph.ca.gov

SOCIAL SECURITY ADMINISTRATION OFFICE

2045 Allston Way
Berkeley, CA 94704
Phone: 1 (800) 772-1213
www.ssa.gov

1, 2, 3... PROCESS:

- Step 1 – Complete Form VS-22 (Black ink, no erasures, whiteouts or alterations on this form).
- Step 2 – Complete Form VS-111 and have it notarized.
- Step 3 – If needed, complete Form CS-909 and have it notarized (if parents are not married).
- Step 4 – Make photocopies of documented proof that the paternity was established (Marriage Certificate or a photocopy of the Declaration of Paternity).
- Step 5 – Place the documents inside of an envelope with a check/money order in the amount of \$23 (The fee already includes one new birth certificate and mail to:

CA DEPT. OF PUBLIC HEALTH OFFICE OF VITAL RECORDS

P.O.Box 997410
Sacramento, CA 95899
Phone: (916) 445-2684



Vital Statistics Unit
1947 Center Street, 2nd Floor
Berkeley, CA 94704
Phone (510) 981-5320
Fax (510) 981-5315
www.cityofberkeley.info/vitalstatistics
Form COB-VS052 – Mar/2014

HOW TO ...



Use this guide only to:

- Add the Father's name to a birth record when there is no one listed as father.

Form(s) to be used:

- VS-22, VS-111
- CS-909 (If paternity needs to be established)

QUICK GUIDE

ADD THE FATHER'S NAME TO A RECORD

ACKNOWLEDGEMENT OF PATERNITY

What is an Acknowledgement of Paternity?

This is a legal process where parents “acknowledge” paternal relationship to their child.

Can I add the father/parent's name to the birth certificate if there is no one listed as such on the original certificate?

Yes. This guide will walk you through the entire process. See section “1,2,3 steps...” at the end of this pamphlet.

You will need to complete the form VS-22 (Acknowledgement of Paternity) and also establish paternity using specific documents which we will discuss in this brochure.

If one of the parents is unavailable, refuses to sign the form(s) or is deceased, then this process becomes more complicated as you will need to go to the court to establish the paternity.

Can I change the father's name if is already printed on the original certificate?

No. We cannot change the father/parent's name from who was listed there originally. This must be done through the court system and is referred to as an “adjudication”.

In order to **change, correct, remove or transpose a father's name**, whom is already listed on the original birth certificate, you will be required to have a court of adjudication of facts of parentage.

Please request the pamphlet entitled “Adjudication of facts of parentage”, as it will walk you through that particular process.

What documents do I need to submit in order to add the father/ parent's name to a record?

If child was born on or after Jan 1st, 1995:

- ❖ **Form VS-22** (Acknowledgement of Paternity) completed and signed by both parents.
- ❖ **Form VS-111** (Satet Application to obtain a Birth Certificate) completed, notarized and signed by one of the parents.
- ❖ \$23 Processing fee.
- ❖ Other forms needed:
 - **If parents are married:**
 - Must include a photocopy of your marriage certificate.
 - **If parents are registered as State Domestic Partners (SRDP) on or after Jan 1st, 2005:**
 - Must include a photocopy of your SRDP Declaration.
 - **If parents are not married:**
 - Both parents must willingly sign the form called “Declaration of Paternity” (CS-909) in front of a notary or a Vital Records Clerk. A photocopy of this document must be included with the other forms mentioned above.
 - The original of form CS-909 must be sent to the CA Department of Child Support Services (CA-DCSS) at the address listed on the form.

Where can I get the forms mentioned in this pamphlet?

Form VS-111 is available online for download at www.cdph.ca.gov.

Form VS-22 can be picked up at any Local Registrar's Office near where you live.

Finally, blank copies of the **Form CS-909** can be requested at the Local Registrar's Office or directly at the California Department of Child Support Services, Paternity Opportunity Program (POP) either by calling 1(866)249-0773, sending an email to askpop@dcss.ca.gov, or by visiting their website www.childus.ca.gov.

What information can I change or add with a VS-22 Form?

This form can be used to:

- Add the father/parent when no one is listed as such.
- Change the child's last name to that of the father/parent's last name.
- Add the father/parent's last name to the child's last current last name
- Add child's first and middle name if it was not listed on the original certificate.
- Make MINOR corrections (e.g., spelling of a name, date of birth of parents, etc).

How do I complete the form VS-22?

The form VS-22 is composed of three parts:

Part I – Items 1A - 1C: Complete all fields w/ information directly from the *CURRENT* birth certificate (exactly as it appears).

Part II – Enter the new information as it should appear on the new record.

Part III – The father/parent needs to complete items 15A-15F. The mother will complete items 16A-16F.