

How to Add a Father to a Birth Certificate

If parents are not married and both parents agree to add the father's name to the birth certificate:

1. Both parents must sign a **Declaration of Paternity** (called a "DOP").
 - Parents' signatures on the DOP must be witnessed at any DA Family Support Office, Family Law Facilitator's Office, County Health Department Vitals Statistics Office, OR by a notary of the parents' choosing.
2. Both parents must complete and sign the **Acknowledgement of Paternity/Parentage** (Form VS 22)
3. If your child was born prior to January 1, 1995, you must also include a notarized sworn statement. (See **Acknowledgement of Paternity/Parentage** informational packet for more information; packet is available at shastahhsa.net under the Birth & Death Registration link)
4. Mail the above documents, a copy of the child's current birth certificate (if you have it), along with the \$23 fee:

*Must be a check or money order payable to **CDPH Vital Records
California Department of Public Health
Vital Records – M.S. 5103
P.O. Box 997410
Sacramento, CA 95899-7410**

See **Acknowledgement of Paternity/Parentage informational packet for more information, packet is available at shastahhsa.net under the Birth & Death Registration link.

If parents are not married and one parent does not agree to add the father's name to the birth certificate:

You must have a court order that states that you/he is the father (a judgment or order of paternity):

1. Purchase a **certified copy** of the court's judgment or order that contains that finding that you are the father (the paternity judgment) from the court clerk's office in the County where the judgment was issued.
2. Complete the **Application to Amend a Birth Record – Adjudication of Facts of Parentage** (Form VS 21).
3. Mail the above documents, a copy of the child's current birth certificate (if you have it), along with the \$23 fee to:

*Must be a check or money order payable to **CDPH Vital Records
California Department of Public Health
Vital Records – M.S. 5103
P.O. Box 997410
Sacramento, CA 95899-7410**

See **Application to Amend a Birth Record – Adjudication of Facts of Parentage informational packet for more information, packet is available at shastahhsa.net under the Birth & Death Registration link.

More information is available on our website: shastahhsa.net, under the Birth & Death Registration link. Or by calling our office at (530) 225-5063.