



Instructions for Completing the Declaration in Support of Establishing Parentage

To complete the Declaration in Support of Establishing Paternity form, follow these instructions. The sections below correspond to what you as the petitioner must complete.

Section I - Declaration

Complete Section 1, items 1 through 6, to the best extent of your knowledge.

- Complete item 1 with your relationship to the child, your gender and information related to child's conception and birth.
 - Select one of the check boxes to indicate your relationship to the child and indicate your gender.
 - Select biological parent if you are a parent biologically related to the child.
 - Select nonbiological parent if you are a parent who is a legal parent not biologically related to the child. This includes a same-sex spouse or partner and intended parent in a surrogacy.
 - Select other if you are not a biological or nonbiological (legal) parent to the child (explain your relationship (ex. aunt, uncle, grandparent, or non-relative caregiver) to the child in section IV)
 - Complete Child's information in the table provided.
 - Complete the 'Child's legal name' with full legal name of the child (a separate form must be completed for each child you are seeking to establish parentage).
 - Complete the 'Date conception occurred' with the period of time when the mother became pregnant. Please complete both month and year (ex. 04/19 or 04/19 to 05/19) to the best of your knowledge.
 - Complete the 'Location' for where the child was conceived as city, county, state. If the child was born in another country, please enter the full name of the country.
 - Select the checkbox for 'Full term pregnancy' as yes if the pregnancy lasted 9 months. Select the checkbox no if less or greater than 9 months and explain in section IV.
 - Select the checkbox for 'Birth certificate attached' as yes and provide a copy of the birth record for the child.
- Select the checkbox for item 2 to indicate if the respondent (parent we are pursuing to establish parentage) is a biological parent or the nonbiological parent.
- Complete item 3 with the full legal name of the birth mother and the other biological parent (possible alleged father). If the child was conceived using assisted reproduction or surrogate, enter pertinent information in section IV.
- Complete item 4 questions to identify if there is a presumed parent. A presumed parent can be the other biological parent or a parent with a legal tie to the child under state law.

XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX

T

- Complete item 4a by selecting a checkbox indicating if the child was born during a time when the mother was married or within 300 days when the marriage legally ended.
 - If yes is selected and the mother’s spouse/former spouse is not the respondent, provide the date marriage began and legally ended, with the county/state/country that legally ended the marriage. In the space provided, complete the name, address, gender and explain why they are not the child’s parent.
- Complete item 4b as yes, if a person has introduced themselves as the child’s parent or has acted as the child’s parent. Otherwise, select no.
 - If yes is selected as a person has indicated they are the child’s parent and they are not the respondent, in the space provided, complete the name, address, gender and explain why they are not the child’s parent.
- Complete item 4c as yes, if a parent has completed a genetic test ordered by a court or a child support agency and enter the probability of parentage in numerical value as provided in the genetic test results. Otherwise, select no.
 - If yes is selected, and the person tested is not the respondent, in the space provided, complete the name, address, gender and explain why they are not the child’s parent.
- Complete item 5 as yes if anyone other than the birth mother is listed on the birth record as a parent. Otherwise, select no.
 - If yes is selected, in the space provided, complete the name, current address, gender of the person named on the birth record.
- Complete item 6 as yes if anyone was listed on the birth record as a parent and later rescinded their name. Otherwise, select no.
 - If yes is selected, in the space provided, complete the name, current address, gender of the person named on the birth record.

Section II – To Be Completed by the Petitioner

If you are the petitioner, complete Section II: Questions 1a through 1n or Section II: Questions 2a through 2l. Complete section 1a through 1n if you are the legal parent or caregiver to the child. Complete section 2a through 2l if you are claiming to be a parent to the child and seeking to establish a legal relationship.

- Complete item 1 checkbox if you are the legal parent or caregiver to the child. Enter the respondent’s full legal name and answer questions 1a through 1n.
 - Complete questions 1a through 1n as yes or no, to the best extent of your knowledge. Enter dates as MM/YY and location as city/county/state. If the location is in another country, please enter the full name of the country.
- Complete item 2 checkbox if you are seeking to establish a legal relationship with the child. Complete your full name and answer questions 2a through 2l.
 - Complete questions 2a through 2l as yes or no, to the best extent of your knowledge. Enter dates as MM/YY and location as city/county/state. If the location is in another country, please enter the full name of the country.

XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX

T

Section III – To Be Completed by the Birth Mother

If you are the birth mother of the child complete Section III.

- Select the checkbox for item 1, as yes if the respondent is not the only possible biological parent (you had sexual intercourse with someone other than the respondent 30 days before or 30 days after the conception date listed in Section I, item 1). Otherwise, check no.
 - If item 1 is yes, complete 1a with full names and current addresses of the other possible biological parent(s).
 - If item 1 is yes, identify in 1b if the other possible biological parent(s) are related to the person named as the respondent. Select yes, if the respondent is related to any of the other possible biological parent(s), such as a brother, cousin, father, or uncle. Otherwise, select no.
 - If there is a relationship between the respondent and any of the other possible biological parent(s), in the space provided, explain the relationship, such as a brother, cousin, father, or uncle.
 - If item 1 is yes, complete 1c with the reason you believe we should pursue the respondent and not the other possible biological parent(s).

Section IV – Other Pertinent Information

Complete this section if clarification is required for questions asked within the Declaration in Support of Establishing Parentage form (any questions which indicate an explanation is needed in Section IV) or with information specific to the establishment of parentage for this child.

Section V – Declaration

Complete this section with date, printed name and signature on the Petitioner line.

XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX
XXXX

T

