

PA/BC Request Form

This template should only be used to request unofficial copies of the Paternity Acknowledgment/Birth Certificate. Information on how to request certified copies of these documents can be found in the Intergovernmental Reference Guide under Category 5, Question # 8.

The below template should be copied and pasted to an email or included on agency letterhead and sent to DCSSPOLICY-PATERNITY@dhs.ga.gov. The requestor must include a photocopy of their employee ID for security and validation.

Document Request

☐ PA ☐ BC ☐ Both (Place an X by the document(s) you are requesting)

Child(ren) Detail

Child's Name:

DOB:

Birth Certificate # (if known):

(Add additional children here.)

Mother's Name:

Mother's DOB:

Father's Name:

Father's DOB:

To be completed by Vital Records Staff

Date PA Signed:

Father's Name on PA:

If no PA, was mother married at child's birth?

If yes, to whom?