



Paternity Acknowledgement Program
4/10/2024

Ms. «First» «Last_»
«Number» «Street_Name»
«Apt_»
«Town», GA «zip»

Dear Ms. «Last_»:

Congratulations on the birth of your child! Typically, new parents are given the opportunity to complete a **Paternity Acknowledgement Form** immediately after a child is born. If you and your child's father were unable to sign this form during your hospital stay, we would like to assist you with this important document and provide reasons it should be completed.

A signed Paternity Acknowledgement Form allows the biological father's name to be automatically added to the child's birth certificate.

Paternity Helps Families By:

- giving a child a surname that reflects the child's identity and heritage
- allowing both parents to share the responsibility and rewards of parenthood
- allowing both parents to establish an emotional bond with the child

Paternity Helps Children Financially By:

- allowing the child to qualify for benefits, such as the father's health insurance or Social Security benefits
- allowing the child to receive financial support from both parents

The Department of Human Services (DHS) Division of Child Support Services (DCSS) is assisting the State Office of Vital Records to ensure that you have the information you need to make an informed decision. If you did not get a copy of the form from the hospital, it is available for download on our website below. **Completion of this form does not create a child support case.**

To reduce the likelihood of errors, it is recommended that you and the father visit a Vital Records Office to get help with completing the form. You can find a location near you online. Since some locations may be assisting customers by appointment only, please call before visiting the office. If you have questions about the form, visit dph.georgia.gov/VitalRecords or call 404-679-4702. DCSS is also available to help at 1-844-MYGADHS (1-844-694-2347). Select options 1, 2 and 3 to speak with an agent or Chat online.

Resources

- Vital Records Locations
<https://dph.georgia.gov/Vital-Records-Registrar-Locations>
- Paternity Acknowledgement Form
<https://dph.georgia.gov/ways-request-vital-record/paternity-acknowledgements>
- Voluntary Paternity Acknowledgement Program
<https://childsupport.georgia.gov/programs-services/paternity-establishment>
- Division of Child Support Services Online Chat
<https://childsupport.georgia.gov/division-child-support-services>



PATERNITY ACKNOWLEDGMENT • FORM 3940 (REVISED 01/2024)

What if parents acknowledge paternity but change their minds later?

If you do change your mind, you have 60 days to rescind the Paternity Acknowledgment Form. However, a court order is required to remove the name of the father from the birth certificate.

For unmarried parents who have not established paternity and who would like to apply for services with the Division of Child Support Services, a paternity test is required once there is an open case. You may apply for services online at childsupport.ga.gov.

Minor parents

All unwed minor parents must have a parent or legal guardian sign the Paternity Acknowledgment (PA) Form in order for the child to have their father's last name.

An unwed parent under the age of 18 may sign the PA Form without parental consent if:

1. He/she is on active duty with the military
2. Emancipation has been granted by a court order



Contact us

For more information, contact the Georgia Paternity Acknowledgment Program at

1-844-MYGADHS

(1-844-694-2347)

Select options 1, 2 and 3.

or visit the State Office of Vital Records at
dph.ga.gov/VitalRecords



Georgia Department of Human Services
Division of Child Support Services

Revised March 2021



Georgia Department of Human Services
Division of Child Support Services

Paternity Acknowledgment Program



What is paternity acknowledgment and why should I complete a form?

Under Georgia law, an acknowledgment or determination of paternity establishes the biological condition of being a father. However, it does not establish a legal relationship between the father and child that offers custody or visitation rights.

Fathers can now acknowledge their biological relationship with a child by completing a Paternity Acknowledgment (PA) form. The form may be completed at the hospital at the time of the child's birth, later at any Vital Records office or after paternity is established through paternity testing. The form remains on file with the State Vital Records office.

A signed PA form allows the biological father's name to be automatically added to the child's birth certificate. You can download the form at dph.georgia.gov/VitalRecords

PATERNITY HELPS FAMILIES

- Paternity gives a child a surname that reflects the child's identity and heritage
- Paternity allows both parents to share the responsibility and rewards of parenthood
- Paternity allows both parents to establish an emotional bond with the child

PATERNITY HELPS CHILDREN FINANCIALLY

- Paternity allows the child to qualify for benefits, such as the father's health insurance or Social Security
- Paternity allows the child to receive financial support from both parents

What are the benefits of establishing paternity?

Identity

It is important for a child to know the identity of his or her father. Research indicates that knowing one's identity is crucial to emotional development. Establishing paternity can help to create emotional, social and economic ties between a father and his child.

Connection

Children need both parents, and establishing paternity will create a connection to a child's father and mother.

Health

When doctors know the medical history of both parents, it improves the child's ability to receive appropriate medical care. Paternity establishment allows a child to have access to information about medical histories on both sides of his or her family.

Financial

Children have a right to receive financial support from both parents. Establishing paternity will ensure that the child has the right to receive Social Security and military benefits from his or her father.

What are the requirements to acknowledge paternity?

In order for you to acknowledge paternity, the following must occur:

- The unmarried mother must have given birth in the state of Georgia
 - The father must be the child's biological father
 - Both parents must sign the same PA form
- You must provide the following in order to establish paternity:
- A valid state or other government-issued photo ID (driver's license, passport, etc.) from both parents
 - Social Security numbers from both parents, if one exists
 - If one or more of the parents is a minor, valid photo ID from the minor's parent or legal guardian



Contact us at 1-844-MYGADHS (1-844-694-2347) or childsupport.ga.gov



PATERNITY ACKNOWLEDGMENT • FORM 3940 (REVISED 01/2024)

PLEASE PRINT OR TYPE ALL INFORMATION LEGIBLY AND CORRECTLY IN BLUE OR BLACK INK. WHITE-OUTS, CROSS-OUTS, AND ALTERATIONS ARE NOT ALLOWED. PLEASE SEE PAGE TWO FOR INSTRUCTIONS.

Section 1: FOR STATE OFFICE OF VITAL RECORDS ONLY

DATE RECEIVED:

STATE FILE NUMBER:

Section 2: CHILD/PARENT'S INFORMATION

FACILITY NAME:

We are requesting that the name of the biological father be placed on the birth certificate and that the child be named:

CHILD'S FIRST NAME	CHILD'S MIDDLE NAME	CHILD'S LAST NAME	GENERATION (JR., II, III, ETC.)
CHILD'S SEX Check One: ☐ FEMALE ☐ MALE	CHILD'S DATE OF BIRTH	CHILD'S COUNTY OF BIRTH	WAS THIS A FETAL DEATH OR STILLBIRTH Check One: ☐ Yes ☐ NO
FATHER'S LEGAL FIRST NAME	FATHER'S LEGAL MIDDLE NAME	FATHER'S LEGAL LAST NAME	GENERATION (JR., II, III, ETC.)

The father acknowledges that he is the biological (natural) father of the child born to:

MOTHER'S LEGAL FIRST NAME	MOTHER'S LEGAL MIDDLE NAME	MOTHER'S LEGAL LAST NAME	MOTHER'S MAIDEN NAME
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Section 3: MOTHER'S INFORMATION

By signing this document, you are stating that you read and understood all its provisions, including those printed on the instructions page of this document, and that the facts stated in this document are true. Pursuant to O.C.G.A. § 31-10-31, anyone making a false statement on this document may go to prison for up to five years and be fined up to \$10,000.

MOTHER'S INFORMATION: ADDRESS (STREET NAME & NUMBER, CITY, STATE, & ZIP CODE)

DATE OF BIRTH	PLACE OF BIRTH (STATE IN U.S. OR COUNTRY IF NOT U.S.)	SOCIAL SECURITY NUMBER (WRITE NONE IF MOTHER DOES NOT HAVE ONE)
MOTHER'S SIGNATURE	PARENT/LEGAL GUARDIAN'S SIGNATURE (IF MOTHER IS A MINOR UNDER AGE 18, A PARENTAL CONSENT IS RECOMMENDED.)	

Section 4: MOTHER'S NOTARY INFORMATION

STATE OF _____ COUNTY OF _____

SIGNED OR ATTESTED BEFORE ME ON (DATE): _____ BY _____
(PRINTED NAME OF INDIVIDUAL SIGNING DOCUMENT): _____

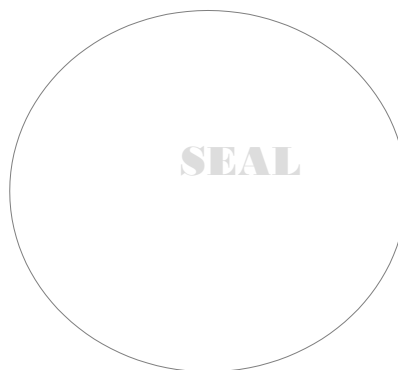
WHO HAS PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON WHO APPEARED BEFORE ME.

IDENTIFICATION TYPE: _____ NOTARY

SIGNATURE: _____

MY COMMISSION EXPIRES ON (DATE): _____

PLEASE PLACE THE NOTARY SEAL BELOW



Section 5: FATHER'S INFORMATION

By signing this document, you are stating that you read and understood all its provisions, including those printed on the instructions page of this document, and that the facts stated in this document are true. Pursuant to O.C.G.A. § 31-10-31, anyone making a false statement on this document may go to prison for up to five years and be fined up to \$10,000.

FATHER'S INFORMATION: ADDRESS (STREET NAME & NUMBER, CITY, STATE, & ZIP CODE)

DATE OF BIRTH	PLACE OF BIRTH (STATE IN U.S. OR COUNTRY IF NOT U.S.)	SOCIAL SECURITY NUMBER (WRITE NONE IF FATHER DOES NOT HAVE ONE)
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6: FATHER'S NOTARY INFORMATION

FATHER'S SIGNATURE	PARENT/LEGAL GUARDIAN'S SIGNATURE (IF FATHER IS A MINOR UNDER AGE 18, A PARENTAL CONSENT IS RECOMMENDED.)
STATE OF _____ COUNTY OF _____	PLEASE PLACE THE NOTARY SEAL BELOW
SIGNED OR ATTESTED BEFORE ME ON (DATE): _____ BY _____ (PRINTED NAME OF INDIVIDUAL SIGNING DOCUMENT): _____	
WHO HAS PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON WHO APPEARED BEFORE ME.	
IDENTIFICATION TYPE: _____	
NOTARY SIGNATURE: _____ MY	
COMMISSION EXPIRES ON (DATE): _____	



PURPOSE

The Paternity Acknowledgment (PA) is a voluntary agreement between the mother and the biological father to add the father's name to the birth record. The PA helps establish the father and child relationship. The child's name can also be changed within the first year of birth if agreed upon by both the mother and father. A PA cannot be used if **the mother was married to anyone within 10 months before the birth of this child or if, for any reason, there is another father of this child listed on the child's birth certificate.**

The PA, once completed and signed in the presence of a notary public, will be forwarded to the State Office of Vital Records where it will be entered into the State Putative Father Registry and considered a Vital Record. If both parents do not sign a PA before leaving the hospital or birthing facility, only the mother's name and the child's name will be entered on the birth certificate. The PA may be signed before a notary later and mailed to the State Office of Vital Records. Upon receipt of an acceptable PA form, the certificate of birth will be amended to add the name of the father and to change the child's name, if requested. For information on how to rescind a signed PA, contact either the State Office or a local County Vital Records Office.

Notice: Establishment of paternity does not entitle the father to custody, visitation or rights of inheritance from or to a child. Those rights must be established by the filing of a petition for legitimation with the court.

MINOR PARENT

An unwed parent under the age of 18 may sign the PA form without parental consent. However, parental consent is recommended.

RESCISSION

Either the mother or biological father has 60 days from the date of his/her signature to request to rescind this PA. After the 60-day rescission period has ended, this signed document may constitute a legal determination of paternity and can only be challenged in a court of law based on fraud, duress, or material mistake of fact, with the burden of proof on the person challenging the acknowledgment. See Rescission Form 3956 <https://dph.georgia.gov/document/document/rescission-statement-form-pdf/download>

Notice: The Rescission Form does not remove the father. To have the father's name removed or other amendment made to the birth certificate, a determination of paternity must be made by a court of competent jurisdiction pursuant to OCGA 31-10-23. A certified copy of the court order that determines paternity and directs the amendment of the birth certificate of the child named above must be furnished to the State Office of Vital Records before this action can occur.

RIGHTS & RESPONSIBILITIES

1. Signing the PA is strictly voluntary.
2. The mother should not sign the PA unless she is confident that the father signing is the biological father of this child.
3. The father should not sign the PA unless he is confident that he is the biological father of this child.
4. By signing this document, it will be presumed by law that the male signer is the biological father of this child, and the child's birth certificate will reflect this fact.
5. Any change made to the birth record in the future regarding the child's information, mother's information, or father's information will require a court order.
6. The PA must be notarized and filed with the State Office of Vital Records within 30 days of execution.
7. Each parent is entitled to a copy of the PA after it has been signed and notarized.

Notice: There is a \$10.00 processing fee for this form if the request is submitted after one year. If this request is being mailed, please forward this completed form with a U.S. Money Order or certified check for the correct amount made payable to the State Office of Vital Records. A valid copy of your Photo ID must accompany this request. Please do not send cash by mail.