



PARTIAL AOP INSTRUCTIONS

For Certified Entity Use Only:

Partial AOPs are completed on more than one form.

All parties must be willing to complete the AOP.

Paternity Outreach Coordinators are available to assist you in finding a certified entity for the other party.

Each Partial AOP must include:

- All personal information of the parent you are assisting
- Child's name **as it appears on the birth certificate**
- Child's date of birth
- City, county and state of child's birth
- Mother's name
- Required signatures and date
- Signatures in the Denial section, if applicable
- Presumed father's name, if applicable
- Your entity code

Fill in one circle next to each correct statement and have parents confirm.

Identify the AOP by writing "Partial" (refer to example of partial AOP).

Fax the AOP to Vital Statistics Unit (VSU).

Write or stamp "Copy" on the bottom left-hand corner and on the signature line of the party who is not present.

NEVER write or stamp "COPY" on an original AOP.

Note: An AOP does not become a legal document until all parties involved have completed their portions and each partial AOP is filed with VSU.