

AFFIDAVIT ACKNOWLEDGING PATERNITY

PURPOSE: The VS-465 allows parents to acknowledge paternity voluntarily for a child born in Missouri. When both parents properly complete and sign the VS-465, the man's name is added to the child's birth certificate, and he becomes the legal father of the child.

NUMBER OF COPIES AND DISPOSITION: If both parents complete the VS-465, and there is no Child Support Enforcement case, send the completed original VS-465 to the Missouri Department of Health and Senior Services, Bureau of Vital Records, P.O. Box 570, Jefferson City, MO 65102, by certified mail, return receipt requested, and copies to the father and mother by first-class mail. The Bureau of Vital Records will put the father's name on the birth certificate.

If only one parent completes the VS-465, or there is an active Child Support Enforcement case, send the entire original VS-465 to the Division of Child Support Enforcement. No copy is needed for the IM file.  
Prepare one original VS-465 for each child.

MANUAL REFERENCE: IMNL 0200.000.00

INSTRUCTIONS FOR COMPLETION:

The VS-465 is completed by the mother of a child for whom application is made, if she lives in the home. It is not completed if application is made by a non-parent caretaker relative or an unrelated guardian. The VS-465 must be typed or printed (except for the signatures). Use **black** ink only. The VS-465 can only be completed and filed if:

- The child is born in Missouri;
- The child has no father listed on the IBTH screen or standard certificate of live birth;
- The child's mother names only one possible father; and
- The child is someone for whom no court order establishing paternity exists.

Fill in all spaces. If a space does not apply, enter "N/A or "None." Only original forms may be used. The VS-465 may not be duplicated. The VS-465 may be signed for any child who was born in Missouri to unmarried parents if the VS-465 has not previously been filed. The form may be mailed anywhere to a parent to be signed.

Notice Requirements

Prior to signing the VS-465 the parents must receive oral and written notice regarding their legal rights and responsibilities:

The written notice is shown on Page 1 of the VS-465 under the heading, "Notice of Alternatives, Rights and Responsibilities." If a staff person has an opportunity through a telephone conversation or personal interview, he/she will give oral notice to the parents by reading this section of the VS-465 to them. When this is not possible, the VS-465 instructs parents to call a toll-free telephone number (1-888-677-2083) to receive oral notice before signing the VS-465.

Child's Information

Staff or either parent enters the child's name, date of birth, place of birth in Missouri, and hospital of birth. If the child was not born in Missouri, the VS-465 cannot be used.

Mother's Information

Staff or either parent enters the mother's name, maiden name, place of birth, date of birth, social security number, education level (highest grade completed), race (check correct box), current address, telephone number, and employer. The mother signs her name in the presence of a notary public or two witnesses and enters the date of signature.

Father's Information

Staff or either parent enters the father's name, place of birth, date of birth, social security number, education level (highest grade completed), race (check correct box), current address, telephone number, and employer. The father signs his name in the presence of a notary public or two witnesses and enters the date of signature.

Request to Change Child's Last Name

Staff or either parent enters the child's new last name. The mother and father sign their names.

Denial of Husband's Paternity

The husband/ex-husband signs and prints his name in the presence of a notary public or two witnesses and enters the date of signature. The mother signs and prints her name in the presence of a notary public or two witnesses and enters the date of signature.

Notarized Signature

If the signature is being notarized, the notary public enters the state, county, and date of notarization and the date of expiration of his/her commission, signs and types or prints his/her name, and affixes his/her notary public seal.

Two Witnesses to Signature

If the signature is being witnessed, the witnesses sign and type or print their names and enter the date witnessed and their addresses. Witnesses may enter their office addresses. Any adult other than the child's parents or their relatives may witness the signatures.

A picture identification, such as a driver's license or school identification, is required for each parent who signs the VS-465.

STAFF MAY NO LONGER USE THE DIVISION OF FAMILY SERVICES STAMP.