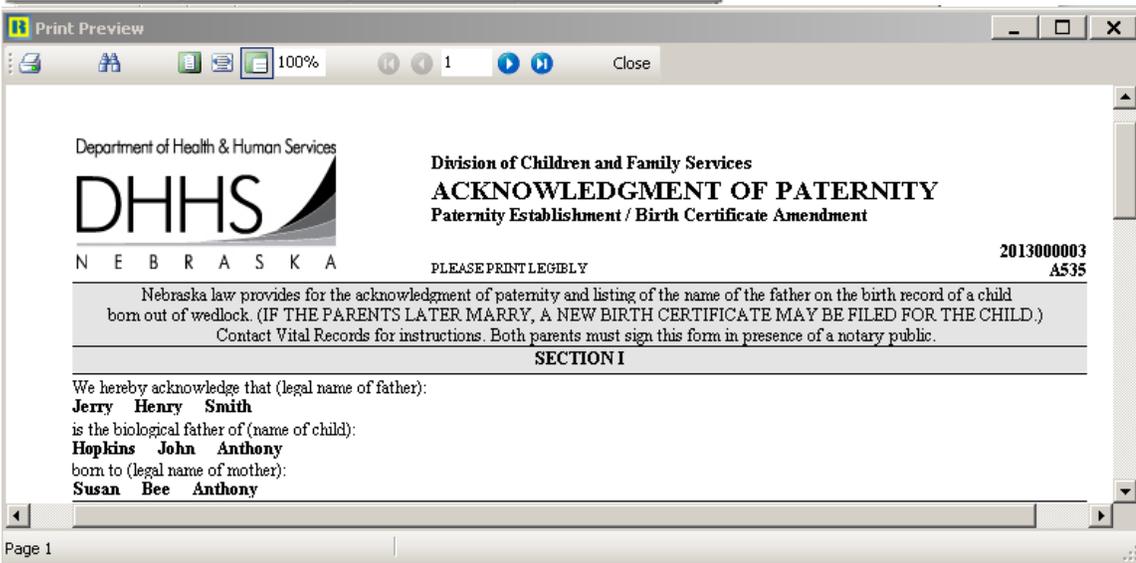
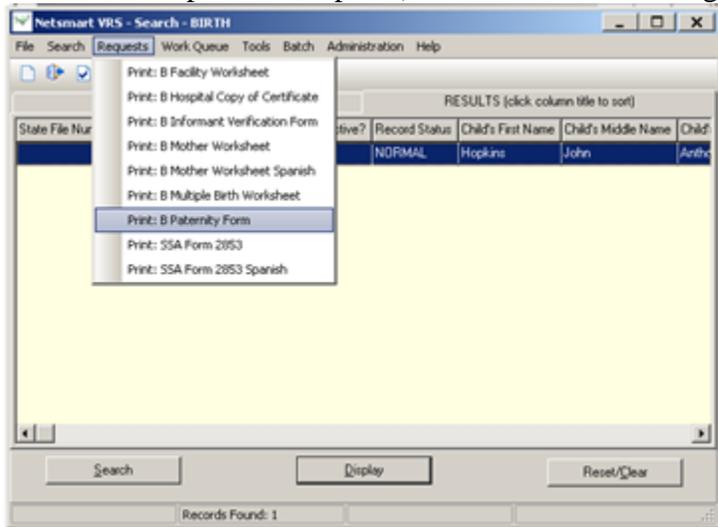


BIRTH CLERK PATERNITY FORM INSTRUCTIONS AS OF MARCH 1, 2013

Beginning with the software release that is planned for installation on March 1, 2013, birth clerks will be printing the Acknowledgment of Paternity form from the system. If the question “Paternity Completed” is answered Y, the B Paternity Form will appear under the request menu after the record is saved.

Since this form is going to populate with information entered into the Electronic Birth Registration System, the Informant Verification Form should be approved for accuracy by the Informant (or/and with other quality checks the hospital has in place) before the Acknowledgment of Paternity form is printed.



Fields not collected in the system in Section II will need to be manually filled in. They are the mother's and father's phone number, and the father's address, city, state and zip code. Sections III and IV will need to be manually filled in. Please remember that in Section IV, the “(Name of person acknowledged)” is the mother or fathers' name, not the name of the Notary.

When printing the form, two pages will print. The second page contains Sections V and VI. Please remember to also provide page 2 to the parents.

Please continue sending the original signed form to the Vital Records Office in Lincoln, or for births that occurred in Douglas County, please send to the Vital Statistics Section at the Douglas County Health Department. Please call Vital Records at (402) 471-0907 if you have further questions.