The Voluntary Paternity Affidavit Program is a Partnership between Iowa State University’s Child Welfare Research and Training Project, The Iowa Department of Human Services Child Support Recovery Unit, and the Iowa Department of Public Health Bureau of Health Statistics.
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VOLUNTARY PATERNITY AFFIDAVIT ID GUIDE FOR IOWA

The following ID’s on pages 1 & 2 are acceptable as long as they are issued by a U.S. government office and have not expired (i.e. are current). The best form of ID will contain the person’s signature.

ONE CURRENT U.S. GOVERNMENT ISSUED ID

- DRIVER’S LICENSE
- PASSPORT OR VISA
- STATE PHOTO ID
- PERMANENT RESIDENT CARD (Form I-551)

ONE CURRENT U.S. GOVERNMENT ISSUED ID (continued)

- MILITARY ID
- EMPLOYMENT AUTHORIZATION CARD (Form I-766)
- SCHOOL PHOTO ID (current school year only)
- WORK PHOTO ID
Alternative Identification

If you do not have 1 of the ID’s listed on pages 1 or 2 you may provide **two to three forms** of documents that identify the person. Names and **current addresses listed on the documents must match**. Examples of supporting documents include:

- income tax return
- court documents
- expired driver’s license plus one other document in the same name
- criminal record
- hospital bill
- Medicaid/Medicare card
- rent or mortgage receipt
- car title
- insurance policy
- medical card
- find more here, including international documents: bit.ly/vpaidlist

When submitting notarized documents, include a photocopy of each person’s identity documentation. Include the reverse side of the ID only if the person’s signature is on the reverse side instead of the front.

**Reminder**: the person’s current name **MUST** match the name on their ID. For Paternity Affidavits, the mother’s current last name needs to match the ID, regardless of what it says on the birth certificate or the birth worksheet.

- The reverse side of the ID must also be copied if the signature is on the reverse.
- The parents’ names on their ID’s must match exactly to what they say their current name is on the paternity affidavit.
- The mother’s current last name must match her ID, regardless of what is stated on the birth worksheet or birth certificate.
- Signatures cannot be notarized without proper satisfactory proof of identity and compliance with the above requirements.
- No cross-outs or whiteout are allowed on the paternity affidavit.
- If there is not a middle name or a suffix, check the corresponding box.
- **Delays in processing the Paternity Affidavit are inevitable when Bureau of Health Statistics must return an affidavit to the mother for compliance, and often also results in the father’s information not being on the initial newborn certificate that is mailed to the mother.**
Notarizing Tips to Keep in Mind

- Make sure to send in a copy of the ID’s that were provided to you
- The date next to the parent’s signature needs to match the notary. Keep in mind parents can sign on different dates, however the notary’s date needs to match with each parent. See the example below.
- All document signers must personally appear before you
- Assess whether each document signer is competent
- Alert the signer to any blanks
- Establish the identity of each signer with ID documents
- Have all parties sign the document
- Use your stamp/seal on the document
- If you have a notary journal, always make an entry

Notary and Signature Section

Parent Information: Each parent must sign and date the form in the presence of an adult who is not a party to the transaction. The parent’s signature must be witnessed by someone qualified to administer an oath. The notary must witness the parent’s signature and date.

Mother’s Signature: Date Signed (Month, Day, Year)
Father’s Signature: Date Signed (Month, Day, Year)

Notary’s Signature: Date Signed (Month, Day, Year)

Notary Public’s Signature: Date Signed (Month, Day, Year)

Child Support Recovery Unit

What does Child Support Recovery Unit do?
They help families by establishing paternity, establishing and enforcing child and medical support orders, and processing support payments.

How can you request services?
1. Complete an application for CSRU services. You can download the application from the website listed below or get one from the CSRU office nearest you. Office locations can be found on the website.
2. Mail or return the application to your local CSRU office.
3. Include copies of any existing court orders and payment records if available.

1-888-229-9223
https://childsupport.ia.gov/
Sample Voluntary Paternity Affidavit (front)

**Voluntary Paternity Affidavit**

**Child's Information as Shown on Birth Certificate**

- **Name**: Benjamin Sample
- **Alias**: None
- **Birth Date**: 07/11/2021
- **City**: Iowa City
- **State**: Iowa
- **Hospital**: Regional Medical Center
- **Address**: 123 First Street, Apt. 4
- **Race**: Hispanic
- **Education**: High School
- **SSN**: 123-45-6789
- **Phone**: 515-555-5555
- **Occupation**: Unknown

**Father's Information**

- **Name**: Joseph Sample
- **SSN**: 234-56-7890
- **Address**: 123 Main Street, Apt. 5
- **Phone**: 515-555-5555

**Mother's Information**

- **Name**: Jane Example
- **SSN**: 987-65-4321
- **Address**: 123 Second Street, Apt. 6
- **Phone**: 515-555-5555

**Notary Information**

- **Name**: John Notary
- **SSN**: 345-67-8901
- **Address**: 123 Third Street, Apt. 7
- **Phone**: 515-555-5555

**Signature**

- **Date**: 07/12/2021
- **Location**: Iowa City

**Affidavit**

- Affirmation: Each parent must sign and date the form in the presence of an authorized notary public.

Sample Voluntary Paternity Affidavit (back)

**STATE OF IOWA**

**Voluntary Paternity Affidavit**

**Purpose**

This Voluntary Paternity Affidavit establishes a legal relationship between a father and child when the biological father was not married to the child's mother. Signing and filing this form:

- Establishes the biological father's paternity and legal responsibilities.
- Allows the father's name to be added to the child's birth certificate.

**Rights and Responsibilities**

- Rights and responsibilities are explained in an informational counseling provided with this affidavit.

**Instructions for Parents**

- Read this form carefully before you sign it. Ask for a new form if you make a mistake.

**Mail this completed form to**

- **State Department of Public Health**
- **Office of Health Statistics**
- **Paternity Unit**
- **Des Moines, IA 50309**

**Disclaimer**

The information provided is for educational purposes only and should not be used as legal advice. Always consult with a legal professional for specific advice regarding your situation.
Training for the Voluntary Paternity Affidavit

Interested in a training on the Voluntary Paternity Affidavit?  
Do you have specific questions?

Contact Amy Peters - Outreach Coordinator  
Telephone: 515-294-7343  
Email: pataff@iastate.edu

Interested in ordering brochures or promotional items?

Follow these steps:  
1.) Go to the website: http://childwelfareproject.hs.iastate.edu/  
2.) Click on Paternity Affidavit - About Paternity Affidavit  
3.) Scroll down to Additional Resources  
4.) Click on “short order form”  
5.) Fill out form completely  
6.) Click submit