



Using DocuSign to Send Acknowledgement of Paternity (AOP) Forms

The following describes the steps needed to process AOPs using DocuSign. For any questions about AOP processes, policies, agency guidelines, etc., please refer to the AOP portal. This document is strictly a guide to the DocuSign functionality.

Please note that DocuSign works best in either Chrome or Firefox web browser.

Step 1: Visit the AOP Portal to Access the Form Links

Log in to the AOP portal and go to the Forms folder to find the 6 form options.

<http://csoutreach.oag.texas.gov/aop/trainee/profilelink>

APPS HOME | LOG OUT

AOP Profile - Marci Hadelor

You have completed the online recertification training and now can take the exam, or print your certificate.

 Learn	 Exam	 Certificate	 Manual	 Forms
View the AOP training module, and begin the online recertification training.	Click here to take the AOP Recertification Exam.	Download and print your AOP Certificate of Course Completion.	Download a copy of the current AOP Manual	Create and print an AOP and other forms

There are 6 available forms:

- AOP – Acknowledgement of Paternity With Presumed Father
This form will be routed to all three parties to sign in DocuSign.
- AOP – Acknowledgement of Paternity Without Presumed Father
This form will be routed to just the Mother and Father to sign in DocuSign.
- AOP – Partial Mother Acknowledgement of Paternity
This form will be routed for only the Mother’s signature in DocuSign.



- AOP – Partial Father Acknowledgement of Paternity
This form will be routed for only the Father’s signature in DocuSign.
- AOP – Partial Presumed Father Acknowledgement of Paternity
This form will be routed for only the Presumed Father’s signature in DocuSign.
- AOP – ID Submission
If you have not met the party or viewed their ID in another way, you may use this form for them to securely submit an image of their ID to you to verify their identity. Each ID Submission form goes to only 1 party for information security purposes.

Step 2: AOP ID Submission – If you have not already received a copy of the ID

You will send a separate envelope to each party in the AOP to have them submit a photo of their ID. The envelopes are separate so the parties will not receive copies of the other party’s ID.

In the window that opens for the ID Submission template: enter the customer’s name and email address and your name and email address, then click Begin Signing. This sends a document with text in both English and Spanish asking the recipient to submit a photo of their ID. It also includes the AOP rights and responsibilities and child support information form for the customer.

Repeat this step for the mother, father, and presumed father if applicable.

You will receive back a completed email when the party completes their portion and will be able to click a link in the envelope to view the submitted ID.

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.
Please enter your name and email to begin the signing process.

Customer

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

AOP Certified Initiator

Name:

Email:

BEGIN SIGNING



Step 3: Acknowledgement of Paternity

Once you have verified the identities of your parties, you can proceed with the AOP form itself.

From the AOP Portal Forms Page, click the link for the type of AOP form you need.

When the PowerForm opens, you will be prompted to enter name and email address for yourself, the mother, father, and presumed father (if applicable). You are the first signer because you will pre-fill form information. You will also be the last signer, in order to approve and enter the entity code. Enter the recipients then click Begin Signing.

Next DocuSign will send you an email to fill in your portion of the form. Click the link in your email to open the AOP form and begin filling your portion.



Next scroll down to the survey form naming survey page to enter the type of ID provided by each party. Then click Finish. Once you finish, email notifications will go to the parties involved to sign their portion and fill in the survey question initials. The parties will receive automatic reminder emails every 5 days until they finish.

the earlier of 60 days of signing the Acknowledgment of Paternity or the date a proceeding involving the child is initiated before a court.

7. After 60 days, I may challenge the AOP in court and must prove fraud, duress, or material mistake of fact.

8. I was given a completed copy of the AOP with the benefits, rights, and responsibilities on the back.

Mother's Printed Name: _____ ID Type: _____

Mother's Signature: _____ Phone Number: _____

Father's Printed Name: _____ ID Type: _____

Father's Signature: _____ Phone Number: _____

Certified Staff Signature: _____ Date: _____

Presumed Father: (After you read the Denial of Paternity and Change of Mind sections of the rights and responsibilities, please read the statement below and initial.)

After I have signed the Denial of Paternity and it has been filed with the Vital Statistics Unit, my legal rights and responsibilities to this child will be terminated. If I choose to sign a Provision of Acknowledgment of Paternity, I

The parties will receive a form where they cannot edit information, they can only sign. On the survey page, they can select English or Spanish.

Please review the documents below.

START

We further declare under penalty of perjury that:

- We have been given written and oral notice of: the benefits of having paternity established; the availability of paternity establishment and child support services; and the legal consequences of, the rights and responsibilities of, and the alternative to signing this Acknowledgment.
- No other Acknowledgment of Paternity form naming another man as the biological father of this child has been filed.
- There is no court order naming another man as the biological father of this child.
- A genetic test has not determined that another man is the biological father of this child.

Fill one circle by the correct statement from EACH of the following:

These ~~has~~ been genetic testing of the man listed above to determine if he is the biological father of this child. **OR** Genetic testing ~~has~~ determined that the man listed above is the biological father of this child.

The mother ~~was~~ married to someone other than the biological father at the time of the child's birth or within 300 days prior to the child's date of birth, or there is a court order that states that the man the mother was married to is not the father of the child, and during the first two years of the child's life, no man continuously lived with the child and represented the child as his own.

The mother ~~was~~ married to someone other than the biological father at the time of the child's birth or during the 300 days before the child's birth or during the first two years of the child's life, a man continuously lived with the child and represented the child as his own, and that man has completed the Denial of Paternity below or has a Denial of Paternity filed with the Vital Statistics Unit.

Full Signature of Biological Father _____ date _____ Full Signature of Mother _____ date _____

Denial of Paternity *only required if mother was married to someone other than the biological father or if, during the child's first two years of life, a man continuously lived with the child and represented the child as his own (a checked "X" only)*

We declare under penalty of perjury that _____ presumed father's first middle last name the presumed father of the child, is not the biological father. We understand that filing of this denial with an acknowledgment

Select an option from the list

NEXT

DocuSign Envelope ID: BE723E87-5A

Please select preferred language:
 Par Favor: hacer clic en idioma.
 BY DOCUSIGN © 2020
 Suite 1700 • San Antonio, TX
 Spanish: (909) 219-0000

PARENT SURVEY ON THE ACKNOWLEDGEMENT OF PATERNITY (AOP)
 Mandated By Law

This Survey should be completed after the AOP has been signed or a person has declined to sign the AOP.

Hospital/Entity Name & Location: _____ Entity Code: _____
 Child's Name: _____ Date of Birth: 05/04/2020

Please read and INITIAL the following:

STATEMENTS	MOTHER	FATHER
1. I was given the opportunity to sign an Acknowledgment of Paternity.		I
2. I choose NOT to complete an Acknowledgment of Paternity.		I
<i>If you initial "X", please skip questions 3 through 4.</i>		I
3. I was made aware that I could have a DNA test done before I signed the AOP.		I
4. I was given written and oral information regarding the benefits, rights and responsibilities of an		I

When all parties have completed, you will receive an email notification to sign and enter the final information and signatures. On the area for the certified staff signature, if there is a language section that was not used by any of the parties, you can check the checkbox instead of signing that area.

Father's Signature: _____ Phone Number: _____

Certified Staff Signature: _____ Date: May 14, 2020

Presumed Father: (After you read the Denial of Paternity and Change of Mind sections of the rights and responsibilities, please read the statement below and initial.)

Then download the completed document pdf and proceed with AOP processing.

Step 4: Upload to TxEVER

Make sure that you extract only the first page of the AOP from the DocuSign forms and save as a Tiff. You will then need to upload into TxEVER prior to filing the birth certificate.

Any questions please contact your local POP.

