

## Instructions for Completing each Section of the AOP

***The items on this list are required elements of the establishment process unless otherwise noted. It is important to remember that the AOP information must match the birth certificate exactly.***

### **AOP – Parts I – V**

#### Part I - Child's Information

1. Name of Child: the name of the child listed on the AOP form must exactly match the name given to the child on the birth certificate. (Please list first, middle, and last names, and suffix, if any.)
2. Sex: Male or Female
3. Date of Birth: The date of birth must exactly match the date on the birth certificate. Spell out the name of the month (January, February, etc.). Do not use a numeric format for the month of birth.
4. Place of Birth: Enter the name of the independent city or county in Virginia where this birth occurred. Exactly as it appears on the birth certificate.

If the birth occurred at home with the hospital completing the birth certificate as the provider of the postnatal care, the place of birth must be the city or town where the birth occurred and not the location of the hospital.

5. Birth Certificate Number: The Birth Certificate Number is assigned later by OVR; leave this space blank.

#### Part II - Biological Mother of the Child

6. Full Maiden Name: Enter the mother's maiden name, exactly as it appears on the birth certificate. Include any name changes due to adoption or court order.
7. Present Name: Enter the mother's current full legal name, including her first, middle, and last names, even if her current name and maiden name are the same. The name of the mother on the AOP form must exactly match the name given on the birth certificate.
8. Date of Birth: Enter the mother's birth date using the same format and date as on the birth certificate (Month, Day, and Year). Spell out the name of the month (January, February, etc.) Do not use a numeric format for the birth month.
9. Place of Birth: Enter the state OR foreign country where the mother was born. This item must match the information on the birth certificate.

10. Social Security Number (SSN): This item is required and must exactly match the SSN provided for completion of the birth certificate. It is not acceptable to leave the SSN blank. If the mother does not have a SSN, use “000-00-0000” or “999-99-9999” if she refuses to give this information to you.

11. Race or Color: If using the EBC AOP form, the drop-down menu for race includes the following categories:

- White (includes Hispanics)
- Black
- American Indian
- Asian
- Chinese
- Japanese
- Korean
- Filipino
- Guamian
- Hawaiian
- Vietnamese
- Samoan
- Other Asian or Pacific Islanders
- Other races, and
- Unknown

The EBC system also includes a field entitled “Hispanic” where the birth registrar fills in the Hispanic origin. The choices include:

- Central American
- South American
- Cuban
- Mexican
- Puerto Rican
- Non-Hispanic
- Unknown Hispanic, and
- Unknown

When completing the AOP form manually, choose one of the following categories for the Race Section:

- White (includes Hispanics)
- Black
- American Indian
- Asian
- Chinese
- Japanese

- Korean
- Filipino
- Guamian
- Hawaiian
- Vietnamese
- Samoan
- Other Asian or Pacific Islanders
- Other races, and
- Unknown

### Part III - Biological Father of the Child

12. Full Name: Enter the father's legal name. List first, middle, and last names, and suffix, if any, exactly the same as on the birth certificate.

13. Date of Birth: Enter the father's birth date using the same format and date as on the birth certificate.

14. Place of Birth: Enter the state OR foreign country where the father was born. This item must match the information in item on the birth certificate.

15. Social Security Number (SSN): This item is required and must exactly match the SSN provided for completion of the birth certificate. It is not acceptable to leave the SSN blank. If the mother does not have a SSN, use "000-00-0000" or "999-99-9999" if he refuses to give this information to you.

16. Race or Color: If using the EBC AOP form, the drop-down menu for race includes the following categories:

- White (includes Hispanics)
- Black
- American Indian
- Asian
- Chinese
- Japanese
- Korean
- Filipino
- Guamian
- Hawaiian
- Vietnamese
- Samoan
- Other Asian or Pacific Islanders
- Other races, and
- Unknown

The EBC system also includes a field entitled "Hispanic" where the birth registrar fills in the Hispanic origin. The choices include:

- Central American
- South American
- Cuban
- Mexican
- Puerto Rican
- Non-Hispanic
- Unknown Hispanic, and
- Unknown

When completing the AOP form manually, choose one of the following categories for the Race Section:

- White (includes Hispanics)
- Black
- American Indian
- Asian
- Chinese
- Japanese
- Korean
- Filipino
- Guamanian
- Hawaiian
- Vietnamese
- Samoan
- Other Asian or Pacific Islanders
- Other races, and
- Unknown

***Items 17, 18, and 19 refer to the father at the time of the child's birth and are not required.***

*17. Highest Level of Education Completed: Enter a number (0-18) to indicate the highest academic grade level that the father completed. Three year nursing schools, business schools, and technical training schools are NOT considered academic grades for this form.*

*18. Occupation: Enter the father's occupation, trade or profession at the time of the child's birth.*

*19. Industry: Enter the kind of business or industry in which the father performed the occupation listed in number 18.*

Part IV - Biological Parents' Marriage (fill out this section if the parents marry one another after the birth of the child).

20. Place of Marriage: If the parents marry AFTER the birth of the child listed in item #1, include the name of independent city or county and state or foreign country where the marriage took place, EXACTLY as shown on the Marriage Certificate.

21. Date of Marriage: If the parents marry AFTER the birth of the child listed in item #1, include the date when the marriage took place, EXACTLY as shown on the Marriage Certificate. Spell out the name of the month (January, February, etc.) Do not use a numeric format for the month of birth.

Part IV - Parents' Acknowledgment

22. THIS SECTION MUST BE FILLIED IN. List the full name of the child, including first, middle, last and suffix, if applicable, as the parents agree it should be shown on the birth certificate.

23a. Signature of the Father: The father must sign the AOP after the birth of the child and in the presence of a Notary Public. The signature must match the name shown on Line 12. (As with any notarization, the notary should examine identification before the father signs the form.)

23b. Address of the Father: on the first line, include the father's street address (for example, house number, apartment number, street name/number/R.F.D., highway or route number), whenever possible. On the second line, include the name of the city or town, state, and zip code where the street address is located.

24a. Signature of the Mother: the mother must sign the AOP after the birth of the child and in the presence of a Notary Public. The signature must match the name down on Line 7. (As with any notarization, the notary should examine identification before the mother signs the form.)

24b. Address of the Mother: On the first line, include the mother's street address (for example, house number, apartment number, street name/number/R.F.D., highway or route number), whenever possible. On the second line, include the name of the city or town, state, and zip code where the street address is located.

***Only the biological mother and biological father may complete the AOP form.***

25-32: Notary Items

The notarization must be completed for each parent even in cases where the signatures are provided at the same time. The notary is attesting to the validity of the individual signatures.

26. Subscribed and sworn before me on (Date): A notary must enter the date when each of the parents signed the AOP. Each signature must be separately and completely notarized,, even when the signatures are provided at the same time. The signatures do not need to be done at the same time or by the same notary. Any signature done out of the presence of a notary will NOT BE ALLOWED. If not signed in the presence of a notary, a NEW ACKNOWLEDGMENT must be prepared and signed IN THE NOTARY'S PRESENCE. DO NOT USE THE ACKNOWLEDGMENT ALREADY SIGNED.

27. & 28. Notary's Signature: The officiating notary must sign here to notarize EACH parent's signature. The notary must positively identify each person signing the AOP before notarizing the father's or mother's signature.

29. & 30. Notary's Address: Entered the address for EACH notary for EACH notarization of a signature. If the same notary notarizes both signatures, include the same address in lines 29 and 30.

31. & 32. My Commission Expires (Date): The officiating notary(s) must enter the expiration date(s) of his or her commission(s) for EACH notarization. If a notary's commission has expired, he or she must NOT notarize any signatures.

**"New in 2007"      The Notary Registration Number- must be included on each AOP**