

Adding Dad to the Birth Certificate AFTER A Birth Certificate Has Already Been Prepared

For
UNMARRIED
Parents

Step 1 ESTABLISH PATERNITY

Complete a *Declaration of Paternity (CS 909)* in front of a qualified witness (from a local child support agency, family law facilitator or local Registrar of Births & Deaths office) or a notary public. Mail completed original CS909 white copy, to:

**Department of Child Support Services
ATTN: POP Unit
P.O. Box 419070
Rancho Cordova, CA 95741-9070**

Note: Copy of the CS 909 is needed in Step 2

and

Step 2 AMEND BIRTH RECORD

Complete and mail:

-Original Application to Amend a Birth Record-Acknowledgement of Paternity (VS 22)

-Copy of Declaration of Paternity (CS 909)

-Original notarized sworn statement stating you are an authorized person to receive a certified copy.

Note: A Sworn Statement form is on page 3 of the Application for Certified Copy of Birth Record (VS 111)

-\$23.00 fee (includes a certified copy of the new birth record) to:

**California Department of Public Health
Office of Vital Records MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410**

For more information about establishing paternity, contact:

The Department of Child Support Services, Paternity Opportunity Program
Toll Free (866) 249-0773 www.childsup.ca.gov

For more information about birth certificates, contact:

The Department of Public Health, Office of Vital Records
(916) 445-2684 www.cdph.ca.gov

