



PARTIAL AOP INSTRUCTIONS

For Certified Entity Use Only:

Partial AOPs are completed at separate times or locations.

All parties must be willing to complete the AOP.

Paternity Outreach Coordinators are available to assist you in finding a certified entity for the other party.

Each Partial AOP must include:

- All personal information of the parent you are assisting
- Child's name **as it appears on the birth certificate**
- Child's date of birth
- City, county and state of child's birth
- Mother's name
- Required signatures and date
- Signatures in the Denial section, if applicable
- Presumed father's name, if applicable
- Your entity code

Complete, save and submit the AOP to the Vital Statistics Section (VSS) using TxEVER.

Write or stamp "COPY" on the bottom left-hand corner and on the signature line of the party who is not present, if completing the AOP manually.

NEVER write or stamp "COPY" on an original AOP, if doing a partial manually.

Note: An AOP does not become a legal document until all parties involved have completed their portions and all portions have been submitted to VSS via TxEVER. Partial AOPs saved in TxEVER will expire and will be purged (deleted) from TxEVER if not completed within 2 years.