

AUTHORIZED AGENCY REQUEST FOR A FILED VOLUNTARY DECLARATION OF PARENTAGE (VDOP)

DCSS 0919 (01/01/2020)

*This form is used by Authorized Agencies Only. Please submit this request by selecting the Submit Button on Page 2 and allow up to 5 working days for processing. **A photo copy of the requestor's work issued I.D. must be submitted with the request.** Requests are processed and returned to the requestor via encrypted email only. If you have any questions, please contact a State Parentage Opportunity Program (POP) Analyst by calling (866) 249-0773 or by emailing ASKPOP@DCSS.CA.GOV.*

REQUEST TYPE*: CERTIFIED - Verified request form **AND** certified copy of the VDOP

VERIFICATION - Verified request form **ONLY**

Complete all known fields

Required fields are marked with *

Child's First Name*	Child's Middle Name	Child's Last Name*	
Child's Date of Birth*			Child's County of Birth
Birth Parent's First Name*	Birth Parent's Last Name	Birth Parent's DOB	Birth Parent's SSN
Other Parent's First Name	Other Parent's Last Name	Other Parent's DOB	Other Parent's SSN
Required Requestor Information			
Requestor's Complete Email Address*			Phone Number - Direct Line*
Requestor's First and Last Name*		Job Title*	
Request Date (MM/DD/YYYY)*	County	State*	
Authorized Agency Type*	Division	Unit	

RECORD VERIFICATION

For State Use Only

☐ VDOP on File

☐ No VDOP on File

Date Parentage Established:

POP Analyst / Processed Date:

WARNING

POP information must be kept confidential. You may be subject to disciplinary actions, including termination, as well as civil and/or criminal penalties if you unlawfully access or disclose POP information. The information below outlines your responsibilities as a requestor.

To keep POP information confidential, I must:

- Access POP information solely for business purposes;
- Disclose POP information solely to parents, the child, the Local Child Support Agency, County Welfare Department, County Counsel, Department of Public Health, and Courts. (Family Code §7571(i));
- Safeguard POP information no matter what form it takes (i.e., stored on the network, stored on a CD, and printed on paper);
- Store POP information (in any format) only in confidential locations;
- Secure all POP information contained on paper documents from observation by or disclosure to unauthorized persons at all times (i.e., store paper documents in locked drawers);
- Secure all POP information accessible from my computer by locking my computer screen (i.e., by using the Ctrl+Alt+Del function keys) whenever I leave my work area;
- Transmit POP information solely by secure methods;
- Secure POP information from unauthorized access at the end of the workday by locking paper documents or removable media in file cabinets or drawers and shutting down my computer.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read the security measures described above and I agree to use them. If I need information about how to access, use, disclose, store, or transmit POP information confidentially, I will consult my employer's Information Security Officer or the Department of Child Support Services Information Security Officer by calling **(916) 464-5045** or by emailing ISO@DCSS.ca.gov.

REQUIRED BUSINESS NEED

I declare under the penalty of perjury under the laws of the State of California that I am an employee of a Local Child Support Agency (LCSA), County Welfare Department, County Counsel, Department of Public Health, or Courts, and my job duties require me to review VDOP information to determine when:

- Parentage has already been established for children born to unmarried parents
- Cases must be referred to a LCSA because the parents are unmarried, and parentage has not been established
- A birth certificate can be amended to add the father's name

