

Claim of Paternity (Putative Father Registry):



The Putative Father Registry was established by Arizona Revised Statute [§8-106.01](#) and is maintained by the Arizona Department of Health Services, Office of Vital Records.

Who is a Putative Father?

A putative father is a person who claims to be the father of a child and wants to establish paternity. This person also wants to receive notices of any adoption proceedings concerning the child.

What is the Purpose of the Putative Father Registry?

The registry serves two purposes:

1. Enables a putative father to notify interested parties of his claim of paternity so that he can receive notice of any proposed adoption proceedings.
2. Protects the security and stability of adoptions

A putative father who files a Notice of Claim of Paternity before the birth of a child or within 30 days after the birth of a child is entitled to receive notice of any judicial hearing regarding the child's adoption.

Where to Find the Notice of Claim of Paternity Forms

According to statute, the Department of Health Services', Office of Vital Records shall provide the Notice of Claim of Paternity form and issue the forms to any potential putative father. The Office of Vital Records is also required to disseminate these forms to the following organizations to have the form available to the public:

- Office of the Clerk of the Board of Supervisors of each county
- Hospitals
- License child placement agencies
- The Department of Economic Security
- Jails and Prison
- State Department Corrections facilities
- The Department of Juvenile Corrections facilities

Information Required on the Notice of Claim of Paternity Form

The Notice of Claim of Paternity must include all of the following information:

- Child's Name (if known)
- The putative father's name
- The putative father's address (The putative father must notify the state Office of Vital Record of any change in address.)
- The name of the birth mother (current legal name and maiden name)
- The last known address of the birth mother
- The date of birth of the child or the probable month and year of the expected birth of the child.
- The signature of the alleged father (must be notarized).

How to File the Notice of Claim of Paternity Form

1. The individual who presumes he is the father of a child shall complete the "[Notice of Claim of Paternity](#)" form and have his signature notarized. After the form has been notarized, it shall be filed with the state Office of Vital Records (address identified below).

Office of Vital Records
Attn: Putative Father Registry
P.O. Box 3887

Phoenix, Arizona 85030

2. The putative father can file the Notice of Claim of Paternity form before the child's birth or up to 30 days after the child's birth.
3. There is no fee to file a Notice of Claim of Paternity.
4. After the Notice of Claim of Paternity form has been received by the Office of Vital Records, a letter will be sent to the father to confirm his name has been added to the registry.

How to Search the Putative Father's Registry

The Office of Vital Records maintains the confidential registry of individuals who have submitted the Notice of Claim of Paternity form pursuant to Arizona Revised Statute "A.R.S." §8-106.01. There are limitations pursuant to this statute of who may submit a request to search the registry.

Who Can Submit a Request to Search the Putative Father's Registry?

By law, the Office of Vital Records shall respond **ONLY** to **written inquiries** of the confidential registry that are received from the following:

- The Juvenile Division of the Superior Court
- The Department of Economic Security (DES)
- A licensed adoption agency
- A licensed attorney participating or assisting in a direct placement adoption

Please send your request at **least three weeks in advance** of the date you need the response.

The requirements that must be submitted to process a request to search the Putative Father's Registry are:

- A letter signed by the requestor on the requestor's business letterhead that states, the reason the search is being requested and contains the following information to assist with the search:
 - Birth Mother's Maiden Name (first, middle, last)
 - Birth Father's Name (first, middle, last) – if known
 - Child's Name (first, middle, last)
 - Child's Date of Birth
- If the requestor is an attorney, the letter shall include the attorney's state bar number.
- If the requestor is DES, a copy of the state government worker's identification must be submitted with the letter.
- If the requestor is an employee of the Juvenile Division of the Superior Court, a copy of the requestor's court identification must be submitted with the letter.
- If the requestor is a licensed adoption agency, proof that the adoption agency is licensed must be submitted along with the letter.

Note: A.R.S. § 8-106.01 does not include pro pers (individuals representing themselves) as eligible requestors for a search of the Putative Father's Registry; therefore, these individuals are required to seek the services of a county attorney, the Department of Economic Security or a court to conduct a search of the registry.

- The Fee to Search the Putative Father Registry - \$5.00

Note: The fee is not required if the requestor is the Department of Economic Security.

Where to Mail the Request

The request should be mailed to:

**The Office of Vital Records
Attn: Putative Father's Registry
Post Office Box 3887**

Phoenix, Arizona 85030

After the request is received by the Office of Vital Records it will be processed in the order it was received.

- If a record is found meeting the criteria in the letter, a Certificate of File Found will be issued to the requestor.
- If a record is not found meeting the criteria, Certificate of No File Found will be issued to the requestor.

If you have any questions, please call 602-364-2429.

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