



# Michigan VERA Birth Digital Affidavit of Parentage Process

## Important Information

- Do **not** leave your portable device with parents and walk away. Parents **must** be observed when affirming the AOP in VERA.
  - *Failure to monitor the digital device could result in possible HIPAA violations.*
- Do both parents have to sign at the same time? No, but if one signs digitally, the other *must* sign digitally.
  - Both signatures must be digital signatures if signing digitally.
  - Both signatures must be ink/wet if signing on paper.
  - Digital and ink signatures cannot be combined.
- The parents themselves **must** check the affirmation statement boxes and click **Affirm**. The witness **shall not** check the parent affirmation statement boxes for the parents.
- Witnesses must affirm the witness statement directly after the parent affirms their statement.
- Whether the AOP is signed digitally or on paper, a copy of the signed AOP must be provided to both parents.
- When signatures are completed in VERA, hospitals should **not** mail a copy of the digitally signed AOP to Vital Records.
- When the AOP is signed on paper, the original AOP **must** be mailed to Vital Records.
- Always verify the father/second parent's address. Assuming that the address is the same as the birth parent may create challenges for the parents/children after the AOP is placed on file.
- Drop to paper option should be a rarely used option. See instructions below for how to drop to paper.



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## Process

1. **Explain to parents what Parentage Establishment is**, and why it's important, and how parents can establish parentage at the hospital voluntarily by completing an Affidavit of Parentage (AOP). Please see the Michigan Office of Child Support's [Hospital Paternity Acknowledgment Guide](#) for more information. If parents have additional questions, they may call the Michigan Office of Child Support at 866-540-0008 during business hours.
  - Inform the parents that if parentage is established by completing the AOP at the hospital, the second parent will be added to the child's birth record. If the AOP is completed at a later date, or a court order is obtained, parents will need to complete an application, pay a fee, and process their request through the Vital Records Changes Unit. 517-335-8660.

2. **Enter Information in VERA**

Minimum information **must** be entered in VERA prior to generating the printed version of the AOP:

- Child's Name and Child's DOB
- Place of Birth (If the child was born at home and transferred to the hospital, be sure that the home address is entered in this field.)
- Mother/Birth Parent Name, DOB, Place of Birth, Address and Social Security Number (if any)
- Father/Second Parent Name, DOB, Address and Social Security Number (if any)
- Marital Status. The Parent Information Worksheet (PIW) should be completed, and it should indicate marital status. The following statuses are acceptable for parents to complete an AOP.
  - Never Married
  - Currently Married - Assisted Reproduction used to Conceive (not surrogacy)
  - Currently Unmarried- Assisted Reproduction used to Conceive (not surrogacy)
  - Divorced/Widowed, as long as the mother/birth parent was **not** married at the time the child was conceived, the time of birth, or anytime in between.
- If the PIW indicates a Spouse refusal, the option to complete an AOP should not be provided unless court documentation has been provided, and Vital Records Registration Unit has reviewed and approved the court documentation.

3. **Review Photo Identification of Parents**

Verify identity of both parents before witnessing signatures.



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#### 4. Print affidavit of parentage from Marital Status Page

The option to Print AOP will populate when the “Do you intend to file an affidavit of parentage?” question is answered **Yes**, and the page is **SAVED**.

Enter the father/second parent’s information and **Print AOP**.

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899981 :Aloe Vera Plant NOV-03-2025  
/Legal Invalid/Medical Invalid/NA/Not Registered/Legal Pending/Medical Pending/**AOP Pending**

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**Marital Status**

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**Marital Information**

Mother's Current Marital Status

Mother/Parent married at the time the child was conceived, at the time of birth, or anytime in between conception and time of birth?

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**Paternity Information**

Did a court rule that the husband was not the father?

Do you intend to file an affidavit of parentage?

Enter father/second parent's information and Print AOP

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**Parental Description on Birth Certificate**

Select parental description on the child's birth certificate

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#### 5. Provide parents with an opportunity to review and explain the importance of what they are signing.

- Here’s a link from the Office of Child Support with more information: [Establish Parentage](#).
  - **Fatherhood: Give Your Child the Dadvantage** booklet can be ordered using this [Publication Order List.dotx](#)
- Explain that once both parents have affirmed their signatures digitally, a legally signed document exists which establishes parental rights and responsibilities to their child.
- Explain that care should be taken to review **all** of the information on the Affidavit of Parentage, including the spelling of their names and the name of their child.

#### 6. Based on parents’ reviews, make corrections to the data in VERA if needed.



# Michigan VERA Birth Digital Affidavit of Parentage Process

## 7. Pull VERA up on your device when parents are present.

Parents *must* be observed at all times when the device is in their hands.  
Parents *may* sign at different times, and with different hospital witnesses, as long as they both sign **before** the record is **certified**.

- Select the **AOP Signatures** Tab from the **Birth Registration Menu**.
- Verify that the parent’s names are correct and match their identification.
- Verify that the name of the **Witness name, place and address of employment** is correct.
- Show the mother/birth parent the screen and ask them to click/press the **Mother’s Signature** button


899981 :Aloe Vera Plant NOV-03-2025  
/New Event/New Event/NA/Not Registered/AOP Pending

**AOP Signatures**  
Sign your full legal name and select affirm

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Mother's And Mother's Witness AOP Signatures

First Aspen	Last Tree	Mother's Witness Name Diana Stoddard
		Witness Place and Address of Employment Hospital on the Hill 123 River Street Lakeview, MI 41111

Mother's Signature 

Signature of Mother's Witness

Date:  Unaffirm

Date:  Unaffirm

- A pop-up screen will appear. Ask them to read the statement and click on the affirmation statement box (1) confirming they have read and reviewed the entire Affidavit of Parentage for the child who is the subject of this record, and then to click on the **Affirm** button (2).

Signatures

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**Signatures**

**Mother AOP Certify**

Affirm the following: **1**

have read and reviewed the entire Affidavit of Parentage for the child who is the subject of this record.

By clicking this box, I am expressing my intent to electronically sign the Affidavit of Parentage, and affirm that the information presented on the Affidavit of Parentage is true and correct.

**2**



# Michigan VERA Birth Digital Affidavit of Parentage Process

- After the mother/birth parent affirms, the date of affirmation will populate and the option for the witness to appear will turn blue. Repeat the process for the mother/birth parent witness.

899981 :Aloe Vera Plant NOV-03-2025  
 /Legal Invalid/Medical Invalid/NA/Not Registered/Legal Pending/Medical Pending/Birth FIPS coding Required/AOP Pending

AOP Signatures  
 Sign your full legal name and select affirm

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Mother's And Mother's Witness AOP Signatures

First Aspen	Last Tree	Mother's Witness Name Diana Stoddard
		Witness Place and Address of Employment Hillside Hospital 123 Main St Lakeside, MI 41111

Mother's Signature: [Date: 11/03/2025] Unaffirm

Signature of Mother's Witness: [Date: ] Unaffirm

- The witness will read the affirmation statement, check the box (1) and click **Affirm** (2).

Signatures

Signatures

**Mother Witness AOP Certify**

Affirm the following:

I affirm that I witnessed the Parent's affirmation. **1**

**2** [Affirm] [Clear] [Close]

- Repeat the process for father/parent and father/parent's witness.
- When all four affirmations are successfully completed, dates will have populated in all four signature date boxes.

899981 :Aloe Vera Plant NOV-03-2025  
 /Legal Invalid/Medical Invalid/NA/Not Registered/Legal Pending/Medical Pending/Birth FIPS coding Required/AOP Pending

AOP Signatures  
 Sign your full legal name and select affirm

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Mother's And Mother's Witness AOP Signatures

First Aspen	Last Tree	Mother's Witness Name Diana Stoddard
		Witness Place and Address of Employment Hillside Hospital 123 Main St

Mother's Signature: [Date: 11/03/2025] Unaffirm

Signature of Mother's Witness: [Date: 11/03/2025] Unaffirm

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Father's And Father's Witness AOP Signatures

First Cedar	Last Forest	Father's Witness Name Diana Stoddard
		Witness Place and Address of Employment Hillside Hospital 123 Main St

Father's Signature: [Date: 11/03/2025] Unaffirm

Signature of Father's Witness: [Date: 11/03/2025] Unaffirm

[Print Signed AOP] [Validate Page] [Return]



# Michigan VERA Birth Digital Affidavit of Parentage Process

## 8. Print two copies of the AOP from the Digital Signatures Page

Both parents *must* be provided with a copy of the AOP with digital signatures (see below for example).

AFFIDAVIT OF PARENTAGE		State File Number (For Official Use Only)	
Michigan Department of Health and Human Services Division for Vital Records and Health Statistics		AOP Number	Date of Filing
<b>THIS FORM BECOMES FULLY EFFECTIVE UPON FILING WITH THE STATE DIVISION OF VITAL RECORDS</b>		0000899981	
CHILD'S NAME AND INFORMATION AS IT CURRENTLY APPEARS ON THE BIRTH RECORD			
First Name Aloe	Middle Name Vera	Last Name Plant	Suffix
Hospital Name or Street Address 333 N Maple Street		City, County, State Grand Ledge, Eaton, Michigan	Date of Birth (MM/DD/YYYY) 11/03/2025
CHILD'S NAME AS IT IS TO APPEAR ON THE BIRTH RECORD			
First Name Aloe	Middle Name Vera	Last Name Plant	Suffix
ACKNOWLEDGING PARENT'S/FATHER'S INFORMATION		BIRTH PARENT'S/MOTHER'S INFORMATION	
First Name Cedar	Middle Name Tree	First Name Aspen	Middle Name Yellowleaf
Last Name Forest	Suffix	Last Name Tree	Suffix
Date of Birth (MM/DD/YYYY) 02/02/2001	State of Birth (If Not U.S., Then Country) Wisconsin	Date of Birth (MM/DD/YYYY) 11/03/2025	State of Birth (If Not U.S., Then Country) Colorado
Current Address (Street, Apartment Number, City, State, Zip) 156 Elm Street Grand Ledge, Michigan 48837		Current Address (Street, Apartment Number, City, State, Zip) 333 N Maple Street Grand Ledge, Michigan 48837	
<p><b>Check one of the two boxes below. Do not check more than one.</b></p> <p><input checked="" type="checkbox"/> We affirm that the man will be considered the natural father of this child. We affirm that the mother was not married at the time this child was born or conceived, or she was married but a court of law has determined that the child is not an issue of the marriage. The child was not born subject to a surrogacy agreement or by assisted reproduction.</p> <p><input type="checkbox"/> We affirm that the child was conceived by assisted reproduction, not involving surrogacy. We understand that the acknowledging parent will be considered the natural parent of this child. We affirm that at the time of conception or birth, we were <b>(check one)</b> <input type="checkbox"/> married <input type="checkbox"/> unmarried</p>			
<p><b>In signing this form, we understand that:</b></p> <p>a. This is a legal document, and completion of this form is voluntary.</p> <p>b. Either parent may ask a court for parenting time or custody.</p> <p>c. Both parents have a right to notice and a hearing regarding the adoption of the child.</p> <p>d. Both parents must support the child and comply with a court or administrative order for the child's support.</p> <p>e. We waive the following:</p> <ol style="list-style-type: none"> <li>Blood or genetic tests to determine if the individual is the biological parent of the child.</li> <li>Any right to an attorney, including the Prosecuting Attorney or a court-appointed attorney, to represent either party in a court action to determine if the individual is the biological parent of the child.</li> <li>A trial to determine if the individual is the biological parent of the child.</li> </ol> <p>f. For a child not conceived by assisted reproduction, the mother has initial custody of the child, without prejudice to either parent's custodial rights, until otherwise determined by the court or agreed upon by the parties in writing and acknowledged by the court. This grant of initial custody does not, by itself, affect the rights of either parent in a proceeding to seek a court order for custody or parenting time.</p> <p>g. To revoke the Affidavit of Parentage for a child not conceived through assisted reproduction, an individual must file a claim as provided under the Revocation of Parentage Act (Michigan Compiled Law [MCL] 722.1437).</p>			
ACKNOWLEDGING PARENT'S/FATHER'S SIGNATURE		BIRTH PARENT'S/MOTHER'S SIGNATURE	
I affirm that the above information is true and correct to the best of my knowledge.		I affirm that the above information is true and correct to the best of my knowledge.	
Signature /s/ Cedar Tree Forest	Date 11/03/2025	Signature /s/ Aspen Yellowleaf Tree	Date 11/03/2025
<b>NOTARY OR QUALIFIED WITNESS SECTION – For Official Use Only</b>			
NOTARY OR QUALIFIED WITNESS FOR ACKNOWLEDGING PARENT/FATHER		NOTARY OR QUALIFIED WITNESS FOR BIRTH PARENT/MOTHER	
Notary Public, State of _____	Signed and Sworn Before Me on (Date)	Notary Public, State of _____	Signed and Sworn Before Me on (Date)
County of _____	Commission Expiration Date	County of _____	Commission Expiration Date
Acting in the County of _____	11/03/2025	Acting in the County of _____	11/03/2025
Signature of Notary or Qualified Witness /s/ Diana Stoddard		Signature of Notary or Qualified Witness /s/ Diana Stoddard	
Printed Name of Notary or Qualified Witness Diana Stoddard		Printed Name of Notary or Qualified Witness Diana Stoddard	
Qualified Witness Place and Address of Employment Hillsdale Hospital 123 Main St Lakeside, MI 41111		Qualified Witness Place and Address of Employment Hillsdale Hospital 123 Main St Lakeside, MI 41111	
DCH-0682 (Rev. 03/2025) Previous edition obsolete. By authority of Act 305 of 1996 as amended.		Page 1 of 2	

9. Continue to enter the birth record information, as per normal process. When a case is certified with digital signatures, the data is electronically transferred to the State of Michigan's Central Paternity/Parentage Registry and is placed on file. The AOP will be fully effective at that time.



# Michigan VERA Birth Digital Affidavit of Parentage Process

## How To Drop to Paper

Digital signatures should be attempted unless one parent is incarcerated or in the military, if VERA is down, or if the parents are unable to sign when the facility is not staffed with a birth certificate specialist who has access to VERA.

Follow the above **Steps 1-6**.

- The AOP Signatures page will appear; however, neither parents nor witnesses should affirm.
- The signature date boxes should be blank in VERA.
- Parents and witnesses will sign **in ink on the printed AOP**.
- Each parent should receive a **copy of the signed AOP**.
- **Mail the original AOP** to the State of Michigan Vital Records using mail labels provided.

900301 :Aspen Tree NOV-17-2025  
 /Legal Valid with exceptions/Medical Valid/Uncertified/Not Registered/Birth Certification Required/AOP Pending

AOP Signatures  
 Sign your full legal name and select affirm

Mother's And Mother's Witness AOP Signatures

First: Birch Last: Tree

Mother's Witness Name: Diana Stoddard

Witness Place and Address of Employment: Corewell Health Beaumont Grosse Pointe Hospital, 468 Cadieux, Grosse Pointe, Michigan 48230

Mother's Signature: [Blank] Signature of Mother's Witness: [Blank]

Date: [Blank] Unaffirm Date: [Blank] Unaffirm

Father's And Father's Witness AOP Signatures

First: Cedar Last: Tree

Father's Witness Name: Diana Stoddard

Witness Place and Address of Employment: Corewell Health Beaumont Grosse Pointe Hospital, 468 Cadieux, Grosse Pointe, Michigan 48230

Father's Signature: [Blank] Signature of Father's Witness: [Blank]

Date: [Blank] Unaffirm Date: [Blank] Unaffirm

Print Signed AOP Validate Page Return

*When dropping to paper, neither parents nor witnesses should affirm. Signature date boxes will be blank.*

- Continue to enter the birth record information, as per normal process and **Validate**.

You will receive error messages on the AOP signatures page. **Click** the Override boxes. **Save Overrides**.

Validation Results	List All Errors	Save Overrides	Hide
Error Message	Override	Goto Field	Popup
BR9474: Mother's Witness' Name, Signature and Place of employment must be provided. Enter a valid value for the Mother's Witness' Name, Signature and Place of employment.	<input checked="" type="checkbox"/>	<input type="button" value="Fix"/>	<input type="button" value="Fix"/>
BR9475: Father's Witness' Name, Signature and Place of employment must be provided. Enter a valid value for the Father's Witness' Name, Signature and Place of employment.	<input checked="" type="checkbox"/>	<input type="button" value="Fix"/>	<input type="button" value="Fix"/>
BR9476: Mother's Signature must be provided. Enter a valid value for the Mother Signature.	<input checked="" type="checkbox"/>	<input type="button" value="Fix"/>	<input type="button" value="Fix"/>
BR9477: Father's Signature must be provided. Enter a valid value for the Father Signature.	<input checked="" type="checkbox"/>	<input type="button" value="Fix"/>	<input type="button" value="Fix"/>



# Michigan VERA Birth Digital Affidavit of Parentage Process

## How to Remove Digital Signatures if Only 1 Parent Signs Digitally

A. If one parent signs digitally and the second parent **does not make it to the hospital to sign** before the case is certified, you need to **remove the father/second parent from the record**. Do not delay certification beyond 5 days to establish parentage.

- Go to Marital Status Tab
- Change **AOP question** from yes to no.
- This removes the father/second parent from the record and removes the AOP signatures tab.
- Re-validate and you should be able to certify as normal.

### Paternity Information

Did a court rule that the husband was not the father?

Not Applicable ▾

Do you intend to file an affidavit of parentage?

No ▾



B. If one parent signs digitally, but **both parents ultimately sign on paper** before the case is certified, leave the father/second parent on the record but **unaffirm** the signatures.

**Note:** This should **only** be completed if **only 1** of the 2 parents digitally signed.

- Go to **AOP Signatures** tab.
- Click on the **Unaffirm** box.

### Mother's And Mother's Witness AOP Signatures

First	Last
<input type="text" value="Birch"/>	<input type="text" value="Tree"/>

- A pop-up message will appear, click **OK**. This will unaffirm both the parent's, and their witness', signatures.

Mother's Signature

Date: 12/03/2025

**Unaffirm**



### veraweb-test.state.mi.us says

Are you sure you wish to Unaffirm the Mother/MotherWitness AOP Signature?

**OK** Cancel

- After unaffirming, **re-validate** and click on the override boxes on the AOP signature page. **Save Overrides**. This will leave the second parent on the record. Review and Certify.