

# The Search for the Affidavit of Parentage

Family Welfare Research and Training Group Search Engine How To

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# The Search for the Affidavit of Parentage

## Some Things You Should Know

- We are the University of Maryland School of Social Work, Family Welfare Research and Training Group
- Within this group is the P.A.I.R. Unit (Paternity Affidavit Information Reporting Unit)
- We have received over 400,000 Affidavits dated back as far as 1994, from the Department of Vital Records
- In 2010 we started Scanning the affidavits that date back to the 1990's, and are adding more every day
- Approximately 22,000 Affidavit's of Parentage have been processed each year
- Each Month the P.A.I.R. Unit receives approximately 600 affidavit request from Maryland, Virginia, West Virginia and the District of Columbia, State Attorney, Child Support Enforcement, and DSS offices. And of the those request 87% are sent to these offices for Child Support cases



# The Search for the Affidavit of Parentage

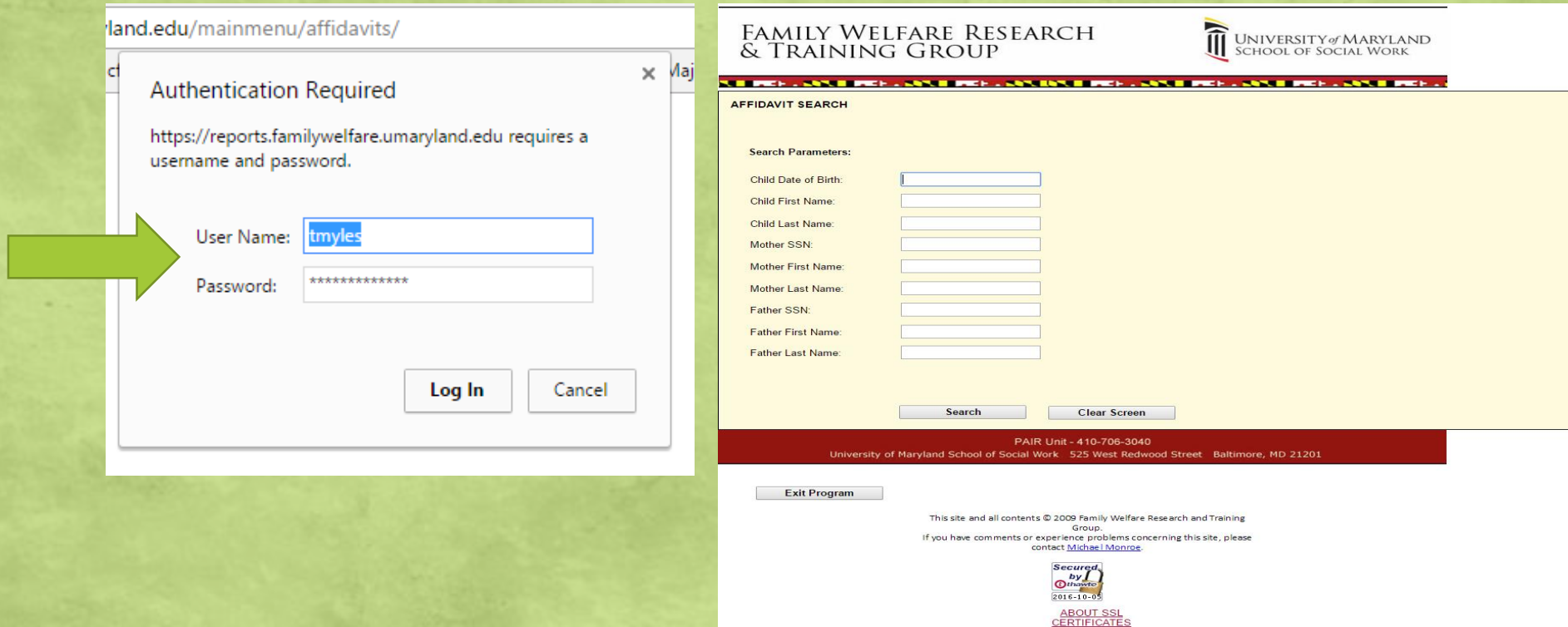
## How do I get Access?

- Access to the Family Welfare Research and Training Group Website is needed to search and obtain a copy a Affidavit of Parentage
  - Communicate with your Supervisor to find out how to gain access in your local offices
  - Your Supervisor should contact Jamie Haskel the Director, Center Operations
  - Once you've cleared the necessary steps, your name is entered into our system to search for Affidavits of Parentage yourself

# The Search for the Affidavit of Parentage

## Now you have access to Search

- Go to the website <https://reports.familywelfare.umaryland.edu/mainmenu/affidavits/> it will bring to Authentication Required prompt
- Enter your Username and Password to enter the Affidavit Search



The image shows two overlapping screenshots. On the left is an 'Authentication Required' dialog box with the following text: 'https://reports.familywelfare.umaryland.edu requires a username and password.' Below this are two input fields: 'User Name:' containing 'tmyles' and 'Password:' containing '\*\*\*\*\*'. There are 'Log In' and 'Cancel' buttons at the bottom. A green arrow points to the 'User Name' field. On the right is the 'AFFIDAVIT SEARCH' page from the 'FAMILY WELFARE RESEARCH & TRAINING GROUP' at the 'UNIVERSITY of MARYLAND SCHOOL OF SOCIAL WORK'. The page has a yellow background and contains a form with the following fields: 'Child Date of Birth:', 'Child First Name:', 'Child Last Name:', 'Mother SSN:', 'Mother First Name:', 'Mother Last Name:', 'Father SSN:', 'Father First Name:', and 'Father Last Name:'. There are 'Search' and 'Clear Screen' buttons at the bottom of the form. The footer of the page includes 'PAIR Unit - 410-706-3040', 'University of Maryland School of Social Work - 525 West Redwood Street - Baltimore, MD 21201', and a copyright notice: 'This site and all contents © 2009 Family Welfare Research and Training Group. If you have comments or experience problems concerning this site, please contact Michael Monroe.' There is also a 'Secured by SSL' logo and a link to 'ABOUT SSL CERTIFICATES'.



# The Search for the Affidavit of Parentage Search, Retrieve and Print

- Search by using different combinations such as:
  - Child's Date of Birth, Child's First Name and Child's Last Name
  - Mother's SNN, Mother's First Name and Mother's Last Name etc.
- Click Search and your request should appear

The screenshot shows a web application titled "AFFIDAVIT SEARCH". It features a search form with the following fields: "Child Date of Birth" (09/25/), "Child First Name" (Dallas), "Child Last Name" (P.), "Mother SSN", "Mother First Name", "Mother Last Name", "Father SSN", "Father First Name", and "Father Last Name". A table of search results is displayed, with a yellow highlight on the first row. A green arrow points to the "Search" button.

	<u>Child DOB</u>	<u>Child First</u>	<u>Child Last</u>	<u>Mother SSN</u>	<u>Mother First</u>	<u>Mother Last</u>	<u>Father SSN</u>	<u>Father First</u>	<u>Father Last</u>
Select	09/25/	DALLAS	P.		LAUANAKI	J		DANTA	P.

# The Search for the Affidavit of Parentage Search, Retrieve and Print

- Click Select next to your request



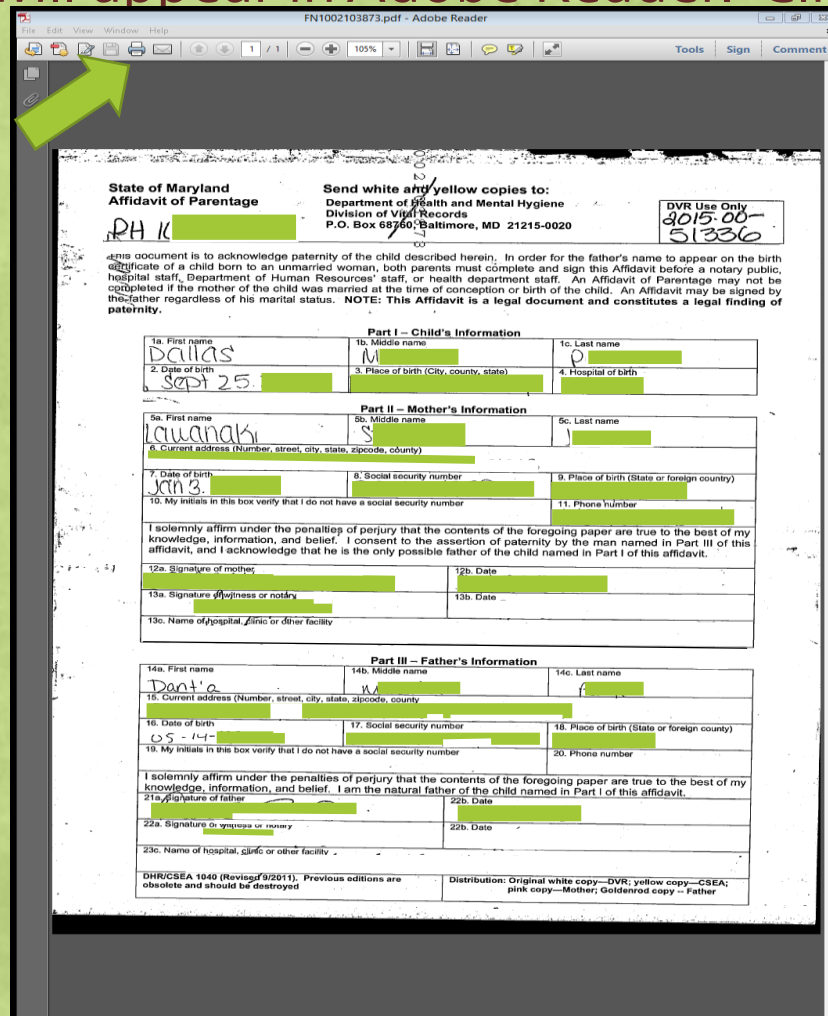
- Once you click Select , you will get a prompt to open a PDF file for the Affidavit, click Open to retrieve you Affidavit





# The Search for the Affidavit of Parentage Search, Retrieve and Print

- Your requested Affidavit will appear in Adobe Reader. Click the Print icon for a copy of the Affidavit.



State of Maryland  
Affidavit of Parentage

Send white and yellow copies to:  
Department of Health and Mental Hygiene  
Division of Vital Records  
P.O. Box 68760 Baltimore, MD 21215-0020

DVR Use Only  
3015.00  
51336

This document is to acknowledge paternity of the child described herein. In order for the father's name to appear on the birth certificate of a child born to an unmarried woman, both parents must complete and sign this Affidavit before a notary public, hospital staff, Department of Human Resources' staff, or health department staff. An Affidavit of Parentage may not be completed if the mother of the child was married at the time of conception or birth of the child. An Affidavit may be signed by the father regardless of his marital status. NOTE: This Affidavit is a legal document and constitutes a legal finding of paternity.

**Part I - Child's Information**

1a. First name Dallas	1b. Middle name M	1c. Last name P
2. Date of birth Sept 25	3. Place of birth (City, county, state)	4. Hospital of birth

**Part II - Mother's Information**

5a. First name LAWANAKI	5b. Middle name S	5c. Last name
6. Current address (Number, street, city, state, zip code, county)	7. Date of birth Jan 3	8. Social security number
10. My initials in this box verify that I do not have a social security number	9. Place of birth (State or foreign country)	11. Phone number

I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief. I consent to the assertion of paternity by the man named in Part I of this affidavit, and I acknowledge that he is the only possible father of the child named in Part I of this affidavit.

12a. Signature of mother	12b. Date
13a. Signature of witness or notary	13b. Date
13c. Name of hospital, clinic or other facility	

**Part III - Father's Information**

14a. First name Dante	14b. Middle name W	14c. Last name F
15. Current address (Number, street, city, state, zip code, county)	16. Date of birth 05-11-11	17. Social security number
19. My initials in this box verify that I do not have a social security number	18. Place of birth (State or foreign county)	20. Phone number

I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief. I am the natural father of the child named in Part I of this affidavit.

21a. Signature of father	21b. Date
22a. Signature of witness or notary	22b. Date
23c. Name of hospital, clinic or other facility	

DHR/CSEA 1040 (Revised 9/2011). Previous editions are obsolete and should be destroyed. Distribution: Original white copy—DVR; yellow copy—CSEA; pink copy—Mother; Goldenrod copy—Father

# The Search for the Affidavit of Parentage Don't Have Access

- Call us at the University of Maryland-SSW - P.A.I.R. Unit at 410-706-3040.
- Or fax your request to us at 410-706-5202
- Contact Jamie Haskel, for any additional information and others services