

# HFS 3416B, Voluntary Acknowledgment of Paternity

The [HFS 3416B](#), Voluntary Acknowledgment of Paternity (VAP), legally establishes the biological father and child relationship (**when the biological father is not married to the child's biological mother**) and allows the biological father's name to be placed on the birth certificate. The biological father becomes the legal father of the child when the VAP is properly signed, witnessed, and filed with the Illinois Department of Healthcare and Family Services (HFS), creating certain legal rights and responsibilities for the child and the parents.

If the biological mother is or was married to or in a civil union with a person who is not the biological father when the child was born or within 300 days before the child was born, a Denial of Parentage (Denial) must be signed, witnessed and filed in conjunction with the completion of the VAP by the biological mother and biological father.

Individuals are instructed to read all parts of the VAP, including the rights and responsibilities and instructions on the back of the form, before completing.

To lessen any confusion you may have when completing the VAP, a list of parent definitions is provided below.

## Definitions of Parents:

**Biological Father** – The biological father is the man who provided the paternal genes of the child. The biological father is sometimes referred to as the natural father.

**Biological Mother** – The biological mother is the woman who gave birth to the child.

**Presumed Parent** – A presumed parent is a person married to or in a civil union with the biological mother when the child is born or if the child is born within 300 days after the marriage or civil union has ended.

It is necessary for you to complete all fields as shown in these instructions in order to process this form correctly.

## Field Descriptions

#	Item	Description
<b>CHILD'S INFORMATION AS SHOWN ON BIRTH CERTIFICATE (boxes 1-8)</b> (ALL information must be entered exactly as it appears or will appear on the birth certificate)		
1	Child's first name	Enter first name (including accent marks, apostrophes and hyphens). If no first name on birth certificate, leave blank.
2	Middle name of child	Enter middle name (including accent marks, apostrophes and hyphens). If no middle name on birth certificate, leave blank.
3	Last name of child	Enter last name (including hyphens, accent marks and apostrophes).
4	Suffix following child's last name (Jr. II, III, IV)	If a suffix is not included on birth certificate, leave blank.
5	Child's date of birth	Date of birth (mm/dd/yy) must match date of birth on the birth certificate. If date is wrong on the birth certificate, the mother must contact the hospital or birthing center to have it corrected.

6	Child's gender	Appropriate box must be checked. F - female M – male
7	Child's Place of Birth – Hospital Name	Enter name of hospital or birthing center. If the name is longer than the space provided, abbreviations or initials are acceptable. When using initials or the abbreviated name, include the street address.
8	City/County/State of birth	Enter city, county, and state where the birthing center or hospital is located. If not born in a medical facility, enter city, county, and state where the birth actually occurred.

**BIOLOGICAL FATHER INFORMATION (boxes 9 – 15)**

**Biological Father** – The biological father is the man who provided the paternal genes of the child. The biological father is sometimes referred to as the natural father.

9	Full name of the biological father	Enter first, middle and last name.
10	Place of birth of biological father	Enter city and state where born; if not born in the United States, enter the name of the country.
11	Date of birth of biological father	Enter date of birth (mm/dd/yy).
12	Social Security Number of biological father	Enter nine digit social security number. If no social security number, enter taxpayer identification number. If neither, leave blank.
13	Address of biological father	Enter complete current address.
14	City/State/Zip of biological father	Enter City, State and Zip Code.
15	Daytime phone of biological father	Enter the daytime phone number of biological father including area code

**BIOLOGICAL MOTHER INFORMATION (boxes 16 – 25)**

**Biological Mother** – The biological mother is the woman who gave birth to the child.

16	Full name of biological mother	Enter first, middle and last name.
17	Maiden name of biological mother	Enter maiden name, (name before first marriage).
18	Place of birth of biological mother	Enter city and state where born; if not born in the United States, enter the name of the country.
19	Date of birth of biological mother	Enter date of birth (mm/dd/yy).
20	Social Security Number of biological mother	Enter nine digit social security number. If no social security number, enter taxpayer identification number. If neither, leave blank.
21	Address of biological mother	Enter complete current address.
22	City/State/Zip Code of biological mother	Enter City, State and Zip Code.
23	Daytime phone of biological mother	Enter the daytime phone number of biological mother including area code
24	Were you married to or in a civil union with a person <b>other than</b> the man named in box 9 when this child was born or within 300 days before the child was born?	“Yes” or “No”. If “yes” is selected, provide the presumed parent's name in #25.

25	Presumed Parent Name	Enter the presumed parent's full name if "yes" is selected in #24.
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**BIOLOGICAL FATHER AND WITNESS SIGNATURE INFORMATION (Boxes 26 – 31)**

**Witness** - must be an adult age eighteen or older but cannot be a person named on the VAP.

26	Signature line for Biological Father	Signature of biological father. <b>Before signing: Read and understand the paragraph above the signature line.</b>
27	Printed name of witness	Witness is to print his/her name.
28	Signature line for the Witness	Signature of witness.
29	Address of witness	Witness is to enter his/her full address.
30	Phone number for witness	Witness is to enter his/her contact number.
31	Date parties signed	Date biological father and witness signed VAP.

**BIOLOGICAL MOTHER AND WITNESS SIGNATURE INFORMATION (boxes 32 – 37)**

**Witness** - must be an adult age eighteen or older but cannot be a person named on the VAP.

32	Signature line for biological mother	Signature of the biological mother. <b>Before signing: Read and understand the paragraph above the signature line.</b>
33	Printed name of witness	Witness is to print his/her name.
34	Signature line for witness	Signature of witness.
35	Address of witness	Witness is to enter his/her full address.
36	Phone number for witness	Witness is to enter his/her contact number.
37	Date parties signed	Date biological mother and witness signed VAP.

# Illinois Voluntary Acknowledgment of Paternity

File Date for ACU use only

PLEASE READ ALL PARTS OF THIS FORM INCLUDING YOUR RIGHTS AND RESPONSIBILITIES AND INSTRUCTIONS ON THE OTHER SIDE BEFORE COMPLETING THE FOLLOWING INFORMATION.

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**ALL ITEMS MUST BE ANSWERED**

Child's Information as shown or will be shown on Birth Certificate

Print all requested information

Child's Name (First) <b>1</b>	Middle (if any) <b>2</b>	Last (same as on birth certificate) <b>3</b>	Suffix (Jr, II, III) <b>4</b>
Date of Birth (mm/dd/yy) <b>5</b>	Gender <b>6</b> <input type="checkbox"/> M <input type="checkbox"/> F	Name of Hospital or Address of Place of Birth <b>7</b>	City, County, and State of Birth <b>8</b>

Biological Father's Name (first) <b>9</b>	Middle (if any) <b>9</b>	Last <b>9</b>	Suffix (Jr, II, III)
Place of Birth (city, state or foreign country address) <b>10</b>		Date of Birth (mm/dd/yy) <b>11</b>	SSN/TIN <b>12</b>
Address (street address and/or PO box) <b>13</b>		City, State, and Zip <b>14</b>	Daytime Phone (include area code) <b>15</b>

Biological Mother's Name (First) <b>16</b>	Middle (if any) <b>16</b>	Current Last Name <b>16</b>	Maiden Name (before 1 <sup>st</sup> marriage) <b>17</b>
Place of Birth (city, state or foreign country address) <b>18</b>		Date of Birth (mm/dd/yy) <b>19</b>	SSN/TIN <b>20</b>
Address (street address and/or PO box) <b>21</b>		City, State, and Zip <b>22</b>	Daytime Phone (include area code) <b>23</b>

Were you married to or in a civil union with a person **other than** the above named father when this child was born or within 300 days before this child was born? Yes  No  **24**

If yes, that person is presumed to be the father (presumed parent) of this child and you are required to provide the presumed parent's name (first/middle/last) **25**. A Denial of Parentage must also be completed by the biological mother and presumed parent to place the biological father's name on this child's birth certificate.

**By signing I acknowledge** that I have read the rights and responsibilities and instructions on the other side of this form. I have been provided an oral explanation about the VAP and understand my rights and responsibilities created and waived by signing this form.  
**I UNDERSTAND THAT I CAN REQUEST A GENETIC TEST REGARDING THE CHILD'S PATERNITY. BY SIGNING THIS FORM I GIVE UP MY RIGHT TO A GENETIC TEST.**

Each parent must sign and date this form in the presence of a witness age 18 or older. The witness must not be a parent or child named on the VAP.

<p><b>BIOLOGICAL FATHER:</b> Under the penalties of perjury provided by Section 1-109 of the Illinois Code of Civil Procedure, I certify that my statements in this document are true and correct. I acknowledge that I am the biological father of the above named child and I give my permission to enter my name as the legal father on the birth certificate. I understand that the acknowledgment is the same as a court order for parentage of the child and that a challenge to the acknowledgment is allowed only under limited circumstances and is generally not allowed after 2 years.</p> <p>Biological Father's Signature _____ <b>26</b></p> <p><b>Witness Information</b></p> <p>Printed Name _____ <b>27</b></p> <p>Signature _____ <b>28</b></p> <p>Address _____ <b>29</b></p> <p>Phone Number _____ <b>30</b></p> <p>Date Parties Signed _____ <b>31</b></p>	<p><b>BIOLOGICAL MOTHER:</b> Under the penalties of perjury provided by Section 1-109 of the Illinois Code of Civil Procedure, I certify that my statements in this document are true and correct. I am the birth mother of the above named child and I give my permission to enter the biological father's name as the legal father on the birth certificate. I understand that the acknowledgment is the same as a court order for parentage of the child and that a challenge to the acknowledgment is allowed only under limited circumstances and is generally not allowed after 2 years.</p> <p>Biological Mother's Signature _____ <b>32</b></p> <p><b>Witness Information</b></p> <p>Printed Name _____ <b>33</b></p> <p>Signature _____ <b>34</b></p> <p>Address _____ <b>35</b></p> <p>Phone Number _____ <b>36</b></p> <p>Date Parties Signed _____ <b>37</b></p>
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HFS 3416B (R-4-17) To request a certified copy of the VAP go to [www.childsupport.illinois.gov](http://www.childsupport.illinois.gov) and complete and follow instructions on [HFS 3416H](#). Request for a Certified copy of the Voluntary Acknowledgment of Paternity and/or Denial of Parentage.

For Official Use Only \_\_\_\_\_  
 Case # \_\_\_\_\_ Docket # \_\_\_\_\_ CP RIN \_\_\_\_\_ NCP RIN \_\_\_\_\_

## Instructions for Completing the Illinois Voluntary Acknowledgment of Paternity

**PURPOSE:** The Voluntary Acknowledgment of Paternity (hereafter called VAP) legally establishes the biological father and child relationship (**when the biological father is not married to the child's biological mother**) and allows the biological father's name to be placed on the birth certificate. The biological father becomes the legal father of the child when the VAP is properly signed, witnessed and filed with the Illinois Department of Healthcare and Family Services (hereafter called HFS), creating certain legal rights and responsibilities for the child and the parents. The VAP may be completed before your child is born, but is not valid until the child is born and the VAP is filed with HFS. A VAP (and Denial, if necessary) may be completed after you leave the hospital, and the VAP (and Denial, if necessary) may also be completed for a child born in another state. **Forms that contain errors will be rejected. As a result, paternity is not established and the biological father's name will not be placed on the birth certificate.**

If the biological mother is or was married to or in a civil union with a person who is not the biological father when the child was born or within 300 days before this child was born, a Denial of Parentage (hereafter called Denial) must be signed, witnessed and filed in conjunction with the completion of the VAP by the biological mother and biological father.

### YOUR RIGHTS AND RESPONSIBILITIES

I understand that:

1. the VAP is a legal document, and when signed, witnessed and filed with HFS, is the same as a court order determining the legal relationship between a biological father and child.
2. if I am a minor, I have the right to sign and have this form witnessed without my guardian's permission.
3. it is my responsibility to provide financial support for the child that may include child support and medical support starting from the child's birth until the child is at least 18 years old.
4. this VAP does not give parental responsibility allocation or parenting time to the biological father; however, it gives him the right to ask for parental responsibility allocation and parenting time.
5. either the biological mother or biological father may rescind the action by signing a Rescission of VAP. The Rescission must be signed, witnessed and filed with HFS within 60 days from the effective date of the VAP or the date of a proceeding relating to the child, whichever occurs earlier.

### INSTRUCTIONS – USE BLACK OR BLUE INK

1. The biological mother must indicate "yes" or "no" if she is or was married to or in a civil union with a person other than the biological father when this child was born or within 300 days before this child was born. If "yes", the biological mother must provide the name of that person (referred to as the presumed parent). The presumed parent and biological mother must sign the Denial and the biological mother and biological father must sign the VAP to establish legal paternity and place the biological father's name on the birth certificate. **If the presumed parent and the biological mother do not sign the Denial, the presumed parent is considered to be the parent of the child and that person's name, by law, must be placed on the birth certificate.**
2. Each person must sign and date all forms in front of a witness. A witness must be an adult age 18 or older but cannot be the parents or child named on the VAP.
3. If the VAP (and Denial, if necessary) is completed at the hospital when the child is born, hospital staff will add the biological father's name to the birth certificate and send the VAP to HFS for filing.
4. If the VAP (and Denial, if necessary) is not completed at the hospital, each person must sign and date the form(s) in front of a witness, age 18 or older but not the parents or child named on the VAP, and submit the original documents to HFS.
5. Send only the original document. Do not send a photocopy (must be original signatures)

Mail original document to: Administrative Coordination Unit (ACU)  
110 West Lawrence Avenue  
Springfield, Illinois 62704

**(copies will be rejected)**

The Administrative Coordination Unit (ACU) will file the original VAP and send a copy of the completed VAP (and Denial, if necessary) to either the: 1. Illinois Department of Public Health, Division of Vital Records (for Illinois births); or 2. Vital Records Office in affected state (for out of state births)

For more information about the VAP, ask hospital staff for the HFS 3416A, "Two Parents...Give Your Child Hope" flyer. You may also obtain a copy from state and local registrars, county clerks, Department of Human Services offices, Child Support Services offices or by going to the [Forms and Brochures](#) section of the Child Support Services website.

This form is available in English and Spanish upon request and on the HFS website ([www.childsupport.illinois.gov](http://www.childsupport.illinois.gov)). The Spanish version may be used for translation purposes only. **The Spanish version is not acceptable as a legal document.** Only the English version of this document may be signed, witnessed and filed with HFS.

SI LAS PIDE, TENEMOS VERSIONES EN ESPAÑOL DISPONIBLES Y EN EL SITIO DEL DEPARTAMENTO EN EL INTERNET EN ([WWW.CHILDSUPPORT.ILLINOIS.GOV](http://WWW.CHILDSUPPORT.ILLINOIS.GOV)), PERO SÓLO SE PUEDEN USAR PARA PROPÓSITOS DE TRADUCCIÓN. **LAS VERSIONES EN ESPAÑOL NO SON DOCUMENTOS LEGALES ACEPTABLES.** SÓLO LA VERSIÓN EN INGLÉS DEL DOCUMENTO SE PUEDE FIRMAR Y ATESTIGUAR.

**If you have any questions relating to the child's birth certificate, contact the Department of Public Health's Division of Vital Records at [www.idph.state.il.us/vitalrecords](http://www.idph.state.il.us/vitalrecords) or 217-782-6554.**

Get oral explanation and answers to questions relating to the completion of this form by calling the Child Support Customer Service Call Center at 1-800-447-4278.

HFS 3416B (R-4-17)