



**North Carolina Department of Health and Human Services
Division of Social Services**

Pat McCrory
Governor

Richard O. Brajer
Secretary DHHS

Wayne E. Black
Division Director

April 1, 2016

Dear Child Support Colleagues

Reference: Affidavit of Parentage

Effective March 30, 2016, the Affidavit of Parentage (DSS-4697) has been revised in ACTS to include the 'State of' and 'County of' under the signature line for the father and mother. The document can be located in ACTS through option 09.05.05.

The Affidavit of Parentage (DSS-4697) is used to complete the administrative process of establishing paternity for a child born out of wedlock. The completed signed and notarized forms will continue to be sent to NC Vital Records.

The Child Support Manual has been updated. The information can be found in Chapter I, Topic 04, and Section B.

If you have questions, please contact the Policy and Training unit at (919) 855-4755 or contact your Regional Program Representative.

Sincerely,

A handwritten signature in cursive script that reads "Judy McArn".

Judy McArn
Section Chief, Child Support Services

cc: IV-D Regional Program Representatives
IV-D Policy and Training

CSS-01-2016

Child Support Services
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