

# Certified Entity Incarcerated Parent Information “Separate” AOPs

**This procedure may only be used for Texas Department of Criminal Justice (TDCJ) offenders. The non-incarcerated parent should have current contact information for the incarcerated party.**

1. A “separate” AOP should be completed for the non-incarcerated parent at a certified entity and faxed to VSU. The minimum information needed is:
  - Biological father’s name
  - Child’s name
  - Child’s date of birth
  - City, county, and state of birth
  - Mother’s name
  - Circles completed in statement boxes
  - Required signatures and date
  - Signatures in the Denial section, if applicable
  - Presumed father’s name, if applicable
  - “Separate” written above the statement boxes
  - Entity code
  
2. The biological father’s information will **not** be placed on the birth certificate at the time of birth.
  
3. The non-incarcerated parent should be given the following:
  - Completed **Acknowledgment of Paternity Worksheet for Incarcerated Parent**
  - **“Separate” AOP Process Non-Incarcerated Parent Instructions TDCJ**
  - **Application for a New Birth Certificate Based on Parentage**  
(VS-166 12/2005)
  
4. It is the non-incarcerated parent’s responsibility to send the completed AOP Worksheet to the incarcerated parent. The incarcerated parent should be informed that the law librarian in the TDCJ unit may assist in the completion of the AOP.