



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:
 - All personal information of the parent(s) you are assisting
 - Child's name
 - Child's date of birth
 - City, county, and state of child's 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:
 - Copy of the AOP (front & back). Write or stamp "COPY" on the parent's copy of the AOP
 - Completed **For Parents in Texas Department of Criminal Justice (TDCJ) Worksheet**
 - **"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 **For Parents in Texas Department of Criminal Justice (TDCJ) 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.