

**CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES**

P.O. Box 419064, Rancho Cordova, CA 95741-9064



February 26, 2020

CSSP LETTER: 20-02

ALL IV-D DIRECTORS  
 ALL COUNTY ADMINISTRATIVE OFFICERS  
 ALL BOARDS OF SUPERVISORS  
 ALL POP COORDINATORS

<u>Reason for this Transmittal</u>
<input type="checkbox"/> State Law, Regulation and/or Change
<input type="checkbox"/> Federal Law, Regulation Change
<input type="checkbox"/> Court Order or Settlement Change
<input type="checkbox"/> Clarification requested by One or More Counties
<input checked="" type="checkbox"/> Initiated by DCSS

**SUBJECT: IDENTIFICATION REQUIREMENTS WHEN REQUESTING COPIES OF FILED PATERNITY/PARENTAGE DECLARATIONS AND RESCISSIONS**

**PURPOSE:** The purpose of this letter is to provide direction to Parentage Opportunity Program (POP) participants and authorized agencies, including local child support agencies (LCSA), regarding identification requirements when requesting copies of a filed Voluntary Declaration of Paternity (CS 909), Voluntary Declaration of Parentage (DCSS 0909), or Rescissions of Voluntary Declaration of Paternity/Parentage (DCSS 0915).

**REFERENCE:** Family Code (FC) section 17212, FC section 17212(c)(1) & (2), FC section 7571(i).

**BACKGROUND:**

FC section 17212 imposes strict confidentiality restrictions on the Department of Child Support Services (DCSS) with regards to all records containing personally identifiable information (PII) held by DCSS, which includes POP records. The unauthorized disclosure of confidential information could subject the person disclosing the information to criminal liability.

Generally, FC section 17212(c)(1) & (2) authorizes the release of records to various governmental agencies for use in administration of the child support program and release of records to the person who wrote the document or that person's authorized designee.

Specifically, FC section 7571(i) authorizes limited release of POP records. These include copies of a filed Voluntary Declaration of Paternity (CS 909); a Voluntary Declaration of Parentage (DCSS 0909); or a Rescission of Voluntary Declaration of Paternity/Parentage (DCSS 0915). Persons who may request a copy are limited to the person (parent) who signed the Voluntary Declaration of Paternity or Parentage and/or the child named in the document. Agencies who may request a copy include the local child support agency, the county welfare department, the county counsel, the State

Department of Public Health and the courts.

POLICY:

### **Requesting Certified Copies**

Individual requestors (POP participants) must submit requests to DCSS POP accompanied by a legible photocopy of a valid government issued ID, verifying the identity of the requestor. Requestors may obtain the Request for a Certified Copy of a Filed Voluntary Declaration of Parentage (VDOP) (DCSS 0918) form which is available online at [www.childsupport.ca.gov](http://www.childsupport.ca.gov) or by emailing POP at [askpop@dcss.ca.gov](mailto:askpop@dcss.ca.gov).

Authorized agencies must submit requests to DCSS POP for certified copies utilizing an Authorized Agency Request for a Filed Voluntary Declaration of Parentage (VDOP) (DCSS 0919) form with an attached copy of the requestor's employer issued identification, verifying the identity of the requestor. Authorized Agency Request for a Filed Voluntary Declaration of Parentage (VDOP) (DCSS 0919) form is available online at [www.childsupport.ca.gov](http://www.childsupport.ca.gov) or by emailing POP at [askpop@dcss.ca.gov](mailto:askpop@dcss.ca.gov).

Requests not complying with these identification requirements will not be processed.

### **Requesting Informational Copies**

POP participants seeking informational copies may appear personally at any LCSA to request an informational copy. LCSAs will verify the requestor's identity by adhering to LCSA's policies and procedures. LCSAs will utilize the POP Online Database to locate and obtain an informational copy of the requested documents. If the requested document is on file, the LCSA will provide the informational copy to the requestor.

**ACTION:** To mitigate the potential for inappropriate disclosure of PII, DCSS has determined that authorized individual requestors and authorized agencies must adhere to this DCSS policy as a critical measure to safeguard the PII of POP participants.

CONTACT: If you have any questions regarding this policy, please contact POP at (866) 249-0773 or by emailing at [askpop@dcss.ca.gov](mailto:askpop@dcss.ca.gov).

Sincerely,

o/s

LESLEY BELL  
Acting Deputy Director  
Operations Division