



AOP Registration User Guide

REV 07/24/18



TxEVER AOP REGISTRATION

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AOP Registration User Guide: Pre/Post Birth

TxEVER AOP Checklist: Pre/Post Birth AOP

- 1. Login and go to Pre/Post Birth AOP Registration
- 2. Fill out the AOP form
- 3. Search for a partial AOP match
- 4. Capture AOP signatures
- 5. Print the AOP
- 6. Submit the AOP
- 7. Search for a birth match
- 8. Release the AOP-birth match



Use this checklist when creating a pre-birth AOP (steps 1-6) or post-birth AOP (steps 1-8).

1. Login and go to Pre/Post Birth AOP Registration

Log into TxEVER via the web <https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>

The screenshot shows the TxEVER login page. At the top left is the Texas Health and Human Services logo. To its right is the text "Texas Department of State Health Services". At the top right is the TxEVER logo. Below the logos is a blue banner that says "Welcome to the Texas Department of State Health Services!". Underneath the banner is a photograph of a woman smiling and holding a baby. A yellow arrow points to the "LOG IN to TxEVER" button. A callout box points to the button with the text "Step 1: Click here to open the TxEVER login page." Below the photograph is a section titled "Contacting the Texas Department of State Health Services(DSHS)". This section contains a table of telephone numbers and a mailing address. A callout box points to the "User Enrollment" link with the text "Click 'User Enrollment' to:" followed by a list of actions: "enroll in TxEVER for the first time," "change your location, or" and "add a new location to your account." Another callout box points to the "Report TxEVER Issue(s)" link with the text "Click here to report issues with TxEVER".

Step 1: Click here to open the TxEVER login page.

LOG IN to TxEVER

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Contacting the Texas Department of State Health Services(DSHS)

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Texas Department of State Health Services State Office of Vital Records Address: [Redacted] Austin, TX [Redacted] Ph. (512) [Redacted]
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Click here to report issues with TxEVER

Log on to Texas Department of State Health Services

User Enrollment
Report TxEVER Issue(s)

Click "User Enrollment" to:

- enroll in TxEVER for the first time,
- change your location, or
- add a new location to your account.




You can also contact the TxEVER Local Administrator of your facility to create an account for you in TxEVER. You can also send an email to the TxEVER Help Desk from within TxEVER.

1. Login and go to Pre/Post Birth AOP Registration

The screenshot displays the user interface of the Texas Department of State Health Services web application. At the top, there is a navigation bar with a link to 'Skip to main content' and tabs for 'GLOBAL' and 'BIRTH'. The Texas Department of State Health Services logo and name are visible on the left. A blue banner displays the user's name: 'DAVID KOMIE , welcome to the Texas Department of State Health Services'. On the right, there is a 'FUNCTION' dropdown menu with a downward arrow, and a 'TOOLS' link. The dropdown menu is open, showing three options: 'Pre/Post Birth AOP Registration', 'Switch Location', and 'Exit Application'. A red callout box points to the 'Pre/Post Birth AOP Registration' option. Another red callout box points to the 'FUNCTION' dropdown arrow. The footer contains the text 'Current Date: 27-Apr-2018 | Build Number: 1.0.0.0', the copyright notice '©2017 | Genesis Systems, Inc.', and the Genesis Systems logo.

[Skip to main content](#) GLOBAL BIRTH

 **TEXAS**
Health and Human Services | Texas Department of State Health Services


DAVID KOMIE , welcome to the Texas Department of State Health Services

FUNCTION ▾ TOOLS

- [Pre/Post Birth AOP Registration](#)
- [Switch Location](#)
- [Exit Application](#)

Step 2: Click dropdown arrow next to FUNCTION to be taken to registration options.

Step 3: Select Pre/ Post Birth AOP Registration to start a new pre-birth or post-birth AOP, search, save, or abandon a record from your work queue.

Current Date: 27-Apr-2018 | Build Number: 1.0.0.0 ©2017 | [Genesis Systems, Inc.](#) 

2. Fill out the AOP form: Child's Section

GLOBAL BIRTH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

AOP#: Unresolved Work Queue Filter: PRE/POST BIRTH AOP

Step 4: Use this dropdown to select AOP Type. This is a mandatory field.

GENERAL INFORMATION

AOP Type: * --Select a value--

NEWBORN INFORMATION

Is Child Unnamed?

First Name: Middle Name:

Last Name: * Suffix:

Date of Birth: *

FACILITY INFORMATION & PLACE OF BIRTH

Name: Type:

Other (specify): Address:

Apt: State:

County: Local:

City/Town: Zip:

Zip Ext:

Step 5: Enter child information into the AOP form



Pre-birth and post-birth AOPs follow the same rules. The main difference is whether child date of birth can be before or after system date.

2. Fill out the AOP Form: Mother's Section

The screenshot shows the 'MOTHER'S INFORMATION' and 'MOTHER'S RESIDENCE ADDRESS' sections of an AOP form. The 'MOTHER'S INFORMATION' section includes fields for First Name (ASHLEY), Middle Name, Last Name (PRANA), Suffix, Maiden First Name (ASHLEY), Maiden Middle Name (MINDY), Maiden Last Name (SMITH), Maiden Suffix, Date of Birth (04/04/2000), SSN (123-78-9456), Marital Status (MARRIED), and Common Law Involved. The 'MOTHER'S RESIDENCE ADDRESS' section includes a checkbox for 'Withheld by Request on AOP', Address, State/Country, County, City(Town), Zip, and Inside City Limits. Two callout boxes provide instructions: one points to the Suffix dropdown with the text 'Step 6: Enter mother information into the AOP form', and another points to the 'Withheld by Request on AOP' checkbox with the text 'Check the box for "Withheld by Request on AOP" to print "Withheld by Request" on AOP document instead of this signatory's SSN and address.'

MOTHER'S INFORMATION	
First Name:	ASHLEY
Middle Name:	
Last Name: *	PRANA
Suffix:	--Select a value--
Maiden First Name:	ASHLEY
Maiden Middle Name:	MINDY
Maiden Last Name:	SMITH
Maiden Suffix:	--Select a value--
Date of Birth:	04/04/2000
SSN:	123-78-9456
Marital Status:	MARRIED
Married within 300 Days?	YES
Common Law Involved:	--Select a value--

MOTHER'S RESIDENCE ADDRESS	
<input type="checkbox"/> Withheld by Request on AOP	
Address:	
State/Country: (Click Checkbox to Filter Foreign Countries Only)	--Select a value--
County:	--Select a value--
City(Town):	--Select a value--
Zip:	--SELECT A VALUE--
Inside City Limits:	--Select a value--
City(Other):	
Zip Ext:	



Mother maiden name is used to match this AOP to another AOP or birth.

2. Fill out the AOP form: Father's Section

FATHER'S LEGAL NAME			
First Name:	<input type="text" value="PETE"/>	Middle Name:	<input type="text" value="PANT"/>
Last Name:	<input type="text" value="PENA"/>	Suffix:	<input type="text" value="JR"/>
Date of Birth:	<input type="text" value="05/05/2000"/>	SSN:	<input type="text" value="___-__-____"/>
Paternity Genetic Testing?	<input type="text" value="NOT DONE"/>		

FATHER'S MAILING ADDRESS INFORMATION			
<input type="checkbox"/> Withheld by Request on AOP	<input type="checkbox"/> Same as Mother's Residence?		
Address:	<input type="text" value="1200 W EAGLE ST"/>	Apt:	<input type="text" value="23B"/>
State/Country: (Click Checkbox to Filter Foreign Countries Only)	<input type="checkbox"/> <input type="text" value="TEXAS"/>	County:	<input type="text" value="TARRANT"/>
City/Town:	<input type="text" value="DALLAS"/>	City(Other):	<input type="text"/>
Zip:	<input type="text" value="75102"/>	Zip Ext:	<input type="text"/>

Step 7: Enter father information into the AOP form



Only child, mother, and father sections are available if a 2 party AOP is indicated (the mother was not married to someone within 300 days of the child's birth, or the mother and biological father are common law married).

2. Fill out the AOP form: Presumed Father's Section

PRESUMED FATHER'S LEGAL NAME

First Name: TIMOTHY Middle Name: W

Last Name: SMITH Suffix: --Select a value--

Date of Birth: 06/06/2000 SSN: 456-78-9123

PRESUMED FATHER'S MAILING ADDRESS INFORMATION

Withheld by Request on AOP Same as Mother's Residence?

Address: 1234 MAIN ST Apt: 2

State/Country: (Click Checkbox to Filter Foreign Countries Only) TEXAS County: TARRANT

City/Town: DALLAS City(Other):

Zip: 75202 Zip Ext:

Previous Save Next

Step 8: Enter presumed father information into the AOP form

Check the box for "Same as Mother's Residence?" to automatically populate mother's address for father or presumed father.



Child, mother, father, and presumed father sections are available if a 3 party AOP is indicated (the mother was married to someone within 300 days of the child's date of birth)

2. Fill out the AOP form: Comments tab

GLOBAL BIRTH LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

AOP#: 0000176 Unresolved Work Queue Filter: --Select a value-- PRE/POST BIRTH AOP Unresolved Work Queue: --Select a value-- 0

Comments

Enter a Comment Below.

THIS IS A TEST COMMENT FOR THE AOP - RW

Add Comments View Comments

ACTIVITY:

PresumedFather's SSN: true

Field Status: Resolved

Action: Retrieving Record

Previous Save Next

Download Print Plugin

GEN PRINT PLUGIN: 0.0.0 CONNECTION: WAITING

Current Date: 19-Apr-2018 | Build Number: 1.0.0.0 ©2017 | Genesis Systems, Inc. GENESIS

Helpful Tips

Add an optional comment to the AOP. Any users at any facility that share ownership of this AOP will be able to view these notes.

3. Search for a partial AOP match

Step 10: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 11: Click "Search for a Partial AOP Match"



After saving the AOP information, but before capturing signatures, always do a quick search for a partial AOP match. This will let you know if there are currently any AOP partials for these signatories. Refer to Appendix A2 (page 42) on searching for a partial AOP match for more details.

3. Search for a partial AOP match

GLOBAL BIRTH | Texas Department of State Health Services | FUNCTIONS RECORD TOOLS HELP | LogOut

AOP#: 0000176 | Unresolved Work Queue Filter: --Select a value-- | PRE/POST BIRTH AOP | Unresolved Work Queue: --Select a value-- 0

Comments

Enter a Comment Below.
THIS IS A TEST COMMENT FOR THE AOP - RW

Add Comments View Comments

Pre/Post Birth AOP

No records found.

OK

Step 12: If there are records found, click OK. If a table of results is found, view **Appendix A2** on searching for a partial AOP match.

Download Print Plugin
GEN PRINT PLUGIN: 0.0.0 CONNECTION: WAITING

Current Date: 19-Apr-2018 | Build Number: 1.0.0.0 | ©2017 | Genesis Systems, Inc. | GENESIS



After saving the AOP information, but before capturing signatures, do a quick search for a partial AOP match. This will let you know if there are currently any AOP partials for these signatories. If a match is found, refer to Appendix A2 page 42) on searching for a partial AOP match.

4. Capture AOP signatures

Step 13: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 14: Hover over "Acknowledgment of Paternity" for mother and father acknowledgment signatures

Step 15: Hover over "Denial of Paternity" for mother and presumed father denial signatures.



Refer to Appendix B (page 59) for more details about signing the AOP.

If a mother is signing a 3 party AOP, then she must provide BOTH an acknowledgment and a denial signature.

5. Print the AOP

Step 16: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 17: Hover over "Print"

Step 18: Click "Acknowledgment of Paternity" to print the AOP.



The AOP can be printed before or after signatures are captured.
If a signed AOP was uploaded, refer to Appendix C (page 66) on viewing and printing the uploaded signed form.

5. Print the AOP

**STATE OF TEXAS
ACKNOWLEDGMENT OF PATERNITY**

This is a legal document. Type or Print in black ink. Parents are to be given a copy of this completed document.

We declare under penalty of perjury that

PETE	PANT	PENA JR.
Biological Father's first	middle	last name
TRINA	MARIE	PENA II
Child's first	middle	last name

born on 04 21 2018, in DALLAS, DALLAS, TEXAS
m m d d y y y y city county state

to ASHLEY PRANA SMITH
Mother's first middle last name maiden name if different

05 05 2000 1200 W EAGLE ST DALLAS TEXAS 75102
Father's date of birth social security number address city state zip code

04 04 2000 WITHHELD BY REQUEST WITHHELD BY REQUEST
Mother's date of birth social security number address city state zip code

We further declare under penalty of perjury that:

- We have been given written and oral notice of: the benefits of having paternity established; the availability of paternity establishment and child support services; and the legal consequences of, the rights and responsibilities of, and the alternative to signing this Acknowledgment.
- No other Acknowledgment of Paternity form naming another man as the biological father of this child has been filed.
- There is no court order naming another man as the biological father of this child.
- A genetic test has not determined that another man is the biological father of this child.

Fill one circle by the correct statement from EACH of the following:

<input type="radio"/> There has not been genetic testing of the man listed above to determine if he is the biological father of this child.	OR	<input checked="" type="radio"/> Genetic testing has determined that the man listed above is the biological father of this child.
<input checked="" type="radio"/> The mother was not married to someone other than the biological father at the time of the child's birth or within 300 days prior to the child's date of birth, or there is a court order that states that the man the mother was married to is not the father of the child, and during the first two years of the child's life, no man continuously lived with the child and represented the child as his own.	OR	<input type="radio"/> The mother was married to someone other than the biological father at the time of the child's birth or during the 300 days before the child's birth or during the first two years of the child's life, a man continuously lived with the child and represented the child as his own; and that man has completed the Denial of Paternity below or has a Denial of Paternity filed with the Vital Statistics Unit.

Full Signature of Biological Father Ashley Prana date 4/19/2018

Full Signature of Mother Ashley Prana date 4/19/2018

Denial of Paternity (only required if "mother **was** married to someone other than the biological father or if, during the child's first two years of life, a man continuously lived with the child and represented the child as his own" is checked.)

We declare under penalty of perjury that

TIMOTHY	W	SMITH
Presumed Father's first	middle	last name

the presumed father of the child, is not the biological father. We understand that filing of this denial with an acknowledgment removes the presumed father's legal duty to support the child and terminates his right of custody or visitation with the child.

Full Signature of Presumed Father Timothy Smith date 4/19/2018

Full Signature of Mother Ashley Prana date 4/19/2018

06 06 2000 WITHHELD BY REQUEST WITHHELD BY REQUEST
Presumed Father's date of birth social security number Presumed Father's address city state zip code

Texas Department of State Health Services
 Vital Statistics
 VS-159.1F Revised 09/2011

AOP Number 0000176 Entity Code P123 State File Number

AOP appears as a PDF in a popup window.
Step 19: Print or save the AOP from this screen.

Helpful Tips

The AOP can be printed before or after signatures are captured.
 If a signed AOP was uploaded, refer to Appendix C (page 66) on viewing and printing the uploaded signed form.

6. Submit the AOP

GLOBAL BIRTH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS - RECORD - TOOLS - HELP -

AOP#: 0000176 Unresolved Work Queue Filter: --Select a value--

PRE/POST BIRTH AOP

Comments

Enter a Comment Below

4/19/2018 11:36:31 AM : KOMIEATTY1
THIS IS A TEST COMMENT FOR THE AOP - RW

Activity:
PresumedFather's SSN: true
Field Status: Resolved
Action: Retrieving Record

Pre/Post Birth AOP

Please verify all information is complete and correct. Are you sure you wish to submit the record?

Yes No

CONNECTION: WAITING

Current Date: 19-Apr-2018 | Build Number: 1.0.0.0 ©2017 | Genesis Systems, Inc. GENESIS





Submitting the AOP to the Texas Vital Statistics Section allows it to be matched to other partial AOPs and birth records.

The AOP is complete once all signatures are recorded and the AOP is submitted.

7. Search for a birth match

Skip to main content GLOBAL BIRTH FETAL DEATH 📍 | 👤 | 🏠 | LogOut

 **TEXAS** Health and Human Services
Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP 

After submitting the AOP, TxEVER will display a blank AOP form.

AOP#: _____ Unresolved Work Queue Filter: SUBMITTED BUT NOT ASSIGNED

PRE/POST BIRTH AOP

Unresolved Work Queue: --Select a value-- 18

Unresolved

GENERAL INFORMATION

--Select a value--

NEWBORN INFORMATION

Is Child Unnamed?

First Name: _____

Last Name: * _____

Date of Birth: * ____/____/____

FACILITY INFORMATION & PLACE OF BIRTH

Name: --Select a value-- Type: --Select a value--

Other (specify): _____ Address: _____

Comments

ACTIVITY:

AOP Type: --Select a value--

Field Status: Unresolved

Action: New Record

Step 22: Select the "Submitted But Not Assigned" unresolved work queue filter.

Step 23: Select the "Submitted But Not Assigned" unresolved work queue.

Unresolved Work Queue:


- TURNER, TINA (C), 2017/12/20
- TOAST, TEXAS (C), 2018/01/01
- COOK, ALISTER (C), 2018/02/01
- TWO, BABAY (C), 2018/02/02
- REMOVER, STAPLE (C), 2018/02/05
- YELNATS, STANLEY (C), 2018/03/03
- CAN, TRASH (C), 2018/03/07
- CHIP, CHIP (C), 2018/03/07
- MOM, MOM (M), 2018/03/07
- TWO, TWO (C), 2018/03/07
- LUUUUNCH, FOOOOD (C), 2018/03/14
- MIND, VANESSA (C), 2018/03/26
- JAMES, JESSIE (C), 2018/04/01
- INFANT, INFANT (C), 2018/04/06
- BELCHER, LOUISE (C), 2018/04/09



Birth facilities can only match AOPs to births that occurred at that facility. Non-birth facilities can match AOPs to any Texas birth.

7. Search for a birth match

[Skip to main content](#) GLOBAL BIRTH FETAL DEATH [LogOut](#)

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Health and Human Services | Texas Department of State Health Services

FUNCTIONS ▾ RECORD ▾ TOOLS ▾ HELP ▾

AOP#: 0000042 Unresolved Work Queue Filter: SUBMITTED BUT NOT ASSIGNED PRE/POST BIRTH AOP

02/05 18

Unresolved

GENERAL INFORMATION

AOP Type: * PRE-BIRTH AOP

GENERAL INFORMATION

Is Child Unnamed?

First Name: STAPLE Middle Name:

Last Name: * REMOVER Suffix: --Select a value--

Date of Birth: * 02/05/2018

FACILITY INFORMATION & PLACE OF BIRTH

Name: PARKLAND HOSPITAL Type: HOSPITAL

Other (specify): Address: 5200 HARRY HINES BLVD

Step 24: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 25: Click "Search for a Birth Match"

- New
- Search
- Save
- Submit
- Acknowledgment of Paternity ▸
- Denial of Paternity ▸
- Print ▸
- View Signatures ▸
- Search for a Partial AOP Match
- Search for a Birth Match
- Abandon
- Signature History
- Release



Birth facilities can only match AOPs to births that occurred at that facility. Non-birth facilities can match AOPs to any Texas birth.

7. Search for a birth match

Skip to main content GLOBAL BIRTH FETAL DEATH LogOut

TEXAS Health and Human Services Texas Department of State Health Services

PRE/POST BIRTH AOP

Unresolved Work Queue Filter: SUBMITTED BUT NOT ASSIGNED

Unresolved Work Queue: REMOVER, STAPLE (C), 2018/02/05 18

Birth Record Search

CHILDS INFORMATION		MOTHER MAIDEN INFORMATION	
First Name	STAPLE	First Name	MASSIVE
Middle Name		Middle Name	
Last Name	REMOVER	Last Name	STAPLER
Date Of Birth	02/05/2018	Date Of Birth	01/31/2000

Search

Childs First Name	Childs Middle Name	Childs Last Name	Childs Date Of Birth
-------------------	--------------------	------------------	----------------------

Close


City/Town: Zip:



If no matching AOP records are found, then the search table will remain blank after you click "search." If matches are displayed in the search table, refer to Appendix A3 (page 51) on searching for a birth match.

8. Release the AOP-birth match

[Skip to main content](#) GLOBAL BIRTH FETAL DEATH [LogOut](#)

 **TEXAS**
Health and Human Services | Texas Department of State Health Services

FUNCTIONS ▾ RECORD ▾ TOOLS ▾ HELP ▾

AOP#: 0000042 Unresolved Work Queue Filter: SUBMITTED BUT NOT ASSIGNED

PRE/POST BIRTH AOP

Unresolved

GENERAL INFORMATION

AOP Type: * PRE-BIRTH AOP

NEWBORN INFORMATION

Is Child Unnamed?

First Name: ACTUALLY Middle Name:

Last Name: * TAPE Suffix: select a value--

Date of Birth: * 02/05/2018

FACILITY INFORMATION & PLACE OF BIRTH

Other (specify): Address: 5200 HARRY HINES BLVD

Activity: AOP Type: PRE-BIRTH AOP Field Status: Resolved Action: Updating Record

2/05 18

Step 27: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

- New
- Search
- Save
- Submit
- Acknowledgment of Paternity ▸
- Denial of Paternity ▸
- Print ▸
- View Signatures ▸
- Search for a Partial AOP Match
- Search for a Birth Match
- Abandon
- Signature History
- Release

Step 28: Click "Release"

Congratulations! The AOP is now submitted, matched to a birth record, and released to the state.



AOP Registration User Guide: During Birth

TxEVER AOP Checklist: During Birth AOP

- 1. Login and go to Birth Registration
- 2. Fill out the AOP fields on birth record
- 3. Search for an AOP match
- 4. Capture AOP signatures
- 5. Print the AOP
- 6. Certify and release the birth and AOP together



Use this checklist when creating an AOP during the birth registration process.

1. Login and go to Birth Registration

Log into TxEVER via the web <https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>

The screenshot shows the TxEVER login page. At the top left is the Texas Health and Human Services logo. To its right is the text "Texas Department of State Health Services". At the top right is the TxEVER logo. Below the logos is a blue banner that says "Welcome to the Texas Department of State Health Services!". Underneath the banner is a photograph of a woman smiling and holding a baby. A yellow arrow points to the "LOG IN to TxEVER" button. A callout box points to the button with the text "Step 1: Click here to open the TxEVER login page." Below the photograph is a section titled "Contacting the Texas Department of State Health Services(DSHS)". This section contains a table of telephone numbers and a mailing address. A callout box points to the "User Enrollment" link with the text "Click 'User Enrollment' to:" followed by a list of actions: "enroll in TxEVER for the first time," "change your location, or" and "add a new location to your account." Another callout box points to the "Report TxEVER Issue(s)" link with the text "Click here to report issues with TxEVER".

Step 1: Click here to open the TxEVER login page.

LOG IN to TxEVER

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Contacting the Texas Department of State Health Services(DSHS)

Telephone Numbers:			Mailing Address:
Description	Phone Number	Hours	
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Texas Department of State Health Services State Office of Vital Records Address: 5000 North Loop West Austin, TX 78751 Ph. (512) 261-2000
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Click here to report issues with TxEVER

Log on to Texas Department of State Health Services

[User Enrollment](#)
[Report TxEVER Issue\(s\)](#)

Click "User Enrollment" to:

- enroll in TxEVER for the first time,
- change your location, or
- add a new location to your account.



You can also contact the TxEVER Local Administrator of your facility to create an account for you in TxEVER. You can also send an email to the TxEVER Help Desk from within TxEVER.

1. Login and go to Birth Registration

Skip to main content GLOBAL BIRTH

TEXAS
Health and Human Services | Texas Department of State Health Services

DAVID KOMIE , welcome to the Texas Department of State Health Services

Step 2: Click dropdown arrow next to FUNCTION to be taken to registration options.

FUNCTION ▾ **TOOLS** ▾

- [Birth Registration](#)
- [Pre/Post Birth AOP Registration](#)
- [Switch Location](#)
- [Exit Application](#)

Step 3: Select Birth Registration to start a new birth record, search, save, or abandon a record from your work queue.

Current Date: 27-Apr-2018 | Build Number: 1.0.0.0

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Helpful
Tips

Only birth facilities will have the Birth Registration option.

2. Fill out the AOP fields on birth record

GLOBAL BIRTH FETAL DEATH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS - RECORD - TOOLS - HELP -

EBR: Filing Deadline: Unresolved Work Queue Filter: BIRTH REGISTRATION AOP#: Unresolved Work Queue: 0

(Place of Birth) Name

Step 4: Create a new birth record.

Unresolved / StakeHolders

Newborn

Mother

Mother Dem

Mother Medical-1

Mother Medical-2

Mother Medical-3

Mother Medical-4

Newborn Medical-1

Newborn Medical-2

Certification

Comments

ACTIVITY:

(Place of Birth) Name: PARKLAND HOSPITAL

Field Status: Resolved

Action: New Record

NEWBORN GENERAL INFORMATION

Record Type: * BORN AT THIS FACILITY

Plurality: * SINGLE

Birth Order: * SINGLE

NEWBORN INFORMATION

Is Child Unnamed?

First Name: TRINA

Last Name: * PENA

Time of Birth: * 11:48

Middle Name: MARIE

Suffix:

Time of Birth (Military AMPM Indicator): 11:48 MILITARY

Infant's Medical Record Number: PENA1

SSN INFORMATION

Administration: YES

MOTHER'S INFORMATION

Title Preference: MOTHER

Legal First Name: ASHLEY

Legal Middle Name: LENORE

Legal Last Name: * PRANA

Step 5: Enter information for child, mother, father, and presumed father.



Refer to the Birth Registration User Guide for more details on registering a birth.

2. Fill out the AOP fields on birth record

GLOBAL BIRTH FETAL DEATH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

EBR: 00000001984 Filing Deadline: 5 Day(s) Unresolved Work Queue: --Select a value--

(Mail.) Address

Unresolved / StakeHolder

Newborn

Mother

Mother Dem

Father

Father Dem

Presumed Father

Mother Medical-1

Mother Medical-2

Mother Medical-3

Mother Medical-4

Newborn Medical-1

Newborn Medical-2

Certification

Comments

ACTIVITY:

(Mail.) Address: true

Field Status: Resolved

Action: Updating Record

NAME PRIOR TO FIRST MARRIAGE

MIDDLE NAME: LENORE

SUFFIX: --Select a value--

MOTHER'S INFORMATION

Date of Birth: 04/04/2000

Age at Child's Birth: 18

Birth Place: (Click Checkbox to Filter Foreign Countries Only) TEXAS

SSN: --

Marital Status: MARRIED

Married Within 300 Days? YES

AOP Involved: YES

Date Acknowledgment of Paternity Signed: --

Did Mother Relinquish Rights to Child? NO

Mother's Relinquish Date: --

Paternity Genetic Testing? NOT DONE

MOTHER'S MISCELLANEOUS INFORMATION

Education Level: HIGH SCHOOL GRADUATE OR GED COMPLETED

Mother's Education MVR: --Select a value--

Occupation: TEACHER

Kind of Business or Industry: EDUCATION

Email: --



You can enter "T" to enter today's date. Use your keyboard's "UP" and "DOWN" arrows to move the date.

3. Search for an AOP match

Step 6: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 7: Click "Search AOP Record"

GLOBAL | **BIRTH** | **FETAL DEATH** | **LogOut**

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS | **RECORD** | **TOOLS** | **HELP**

EBR: 00000001984 | Filing Deadline: 5 Day(s) | Unresolved Work Queue Filter: --Select a value--

BIRTH REGISTRATION

Mother's Maiden Middle Name

MOTHER'S NAME PRIOR TO FIRST MARRIAGE

First Name: ASHLEY | Middle Name: MINDY
Last Name: SMITH | Suffix: []

MOTHER'S INFORMATION

Date of Birth: 04/04/2000 | Age at Child's Birth: 18
Birth Place: TEXAS | SSN: []
Marital Status: MARRIED | Married Within 300 Days?: YES
AOP Involved: YES | Date Acknowledgment of Paternity Signed: []
Did Mother Relinquish Rights to Child?: NO | Mother's Relinquish Date: []
Paternity Genetic Testing?: NOT DONE

- New
- Search
- Save
- Cancel
- Abandon
- View Signatures
- Acknowledgment of Paternity (AOP)
- Denial of Paternity
- Verification of Birth Facts
- Print
- Signature History
- Search AOP Record
- AOP Signature History

3. Search for an AOP match

GLOBAL BIRTH FETAL DEATH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

EBR: 00000001984 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: --Select a value--

BIRTH REGISTRAT

Mother's Maiden Mi

AOP - Partial Record Search

Fields marked with * are mandatory.

MOTHER MAIDEN INFORMATION		FATHER INFORMATION	
First Name	ASHLEY	First Name	PETE
Middle Name	MINDY	Middle Name	PANT
Last Name	* SMITH	Last Name	* PENA
Date Of Birth	* 04/04/2000	Date Of Birth	* 05/05/2000

Search

Mother Maiden First Name	Mother Maiden Middle Name	Mother Maiden Last Name	Mother Date Of Birth
--------------------------	---------------------------	-------------------------	----------------------

Close

Step 8: Click "Search" to locate a matching AOP record.

Mother and father information are automatically populated into the search form.



If no matching AOP records are found, then the search table will remain blank after you click "search." Refer to Appendix A1 (page 37) on searching for an AOP match if results are displayed in the search table.

1 GLOBAL BIRTH FETAL DEATH LogOut

TEXAS Health and Human Services | Texas Department of State Health Services FUNCTIONS RECORD TOOLS HELP

EBR: 00000001984 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: --Select a value-- **BIRTH REGISTRATION** AOP#: 0000176 Unresolved Work Queue: --Select a value-- 0

Father's Occupation

<ul style="list-style-type: none"> Unresolved / StakeHolders ✓ Newborn Mother ✓ Mother Dem Father Father Dem ✓ Presumed Father Mother Medical-1 Mother Medical-2 Mother Medical-3 Mother Medical-4 Newborn Medical-1 Newborn Medical-2 Certification Comments ACTIVITY: Father's Occupation: Field Status: Unresolved Action: Updating Record 	FATHER'S LEGAL NAME	
	Title Preference: FATHER	First Name: PETE
	Middle Name: PANT	Last Name: PENA
	Suffix: II	
	FATHER'S MAIDEN NAME	
	First Name: PETE	Middle Name: PANT
	Last Name: PENA	Suffix: II
	FATHER'S INFORMATION	
	Date of Birth: 05/05/2000	Age: 17
	Birth Place: (Click Checkbox to Filter Foreign Countries Only) <input type="checkbox"/> TEXAS	SSN: - - -
FATHER'S MISCELLANEOUS INFORMATION		
Education Level: HIGH SCHOOL GRADUATE OR GED COMPLETED	Occupation: [Redacted]	
	Kind of Business or Industry: [Redacted]	
FATHER'S MAILING ADDRESS INFORMATION		
<input type="checkbox"/> Withheld by Request on AOP	<input type="checkbox"/> Same as Mother's Mailing?	

Step 9: Enter remaining information for birth record.

4. Capture AOP signatures

Step 10: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 11: Hover over "Acknowledgment of Paternity" for mother and father acknowledgment signatures

Step 12: Hover over "Denial of Paternity" for mother and presumed father denial signatures.



Refer to Appendix B (page 59) for more details about signing the AOP.

If a mother is signing a 3 party AOP, then she must provide both an acknowledgment and a denial signature.

5. Print the AOP

Step 13: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 14: Hover over "Print"

Step 15: Click "Acknowledgment of Paternity" to print the AOP.

Step 16: Enter "Date AOP Signed" after the AOP is printed.

Form Fields:
EBR: 00000001984 | Filing Deadline: 5 Day(s) | Unresolved Work Queue Filter: --Select a value--
Date Acknowledgment of Paternity Signed
Unresolved / Stakeholders: Newborn, Mother, Mother Dem, Father, Father Dem, Presumed Father, Mother Medical-1, Mother Medical-2, Mother Medical-3, Mother Medical-4, Newborn Medical-1, Newborn Medical-2, Certification
Child Information: First Name: ASHLEY, Last Name: SMITH, Middle Name: MINDY, Suffix: --Select a value--
MOTHER'S INFORMATION: Date of Birth: 04/04/2000, Age at Child's Birth: 18, Birth Place: TEXAS, SSN: --, Married Within 300 Days?: YES, Date Acknowledgment of Paternity Signed: / / , Mother's Relinquish Date: / / , Paternity Genetic Testing?: NOT DONE



The AOP can be printed before or after signatures are captured.
If a signed AOP was uploaded, refer to Appendix C (page 66) on viewing and printing the uploaded signed form.

5. Print the AOP

GLOBAL BIRTH FETAL DEATH

TEXAS
Health and Human Services | Texas Dept. Health Services

LogOut

TOOLS - HELP -

WARNING: This is a governmental document. Texas Penal Code, Section 37.10, specifies penalties for making false entries or providing false information in this document.

**STATE OF TEXAS
ACKNOWLEDGMENT OF PATERNITY**

This is a legal document. Type or Print in black ink. Parents are to be given a copy of this completed document.

We declare under penalty of perjury that

	PETE	PANT	PENA JR.
is the biological father of	Biological Father's first	middle	last name
	TRINA	MARIE	PENA II
	Child's first	middle	last name
born on	04 21 2018	DALLAS	DALLAS TEXAS
	m m d	city	city state
to	ASHLEY	PRANA	SMITH
	Mother's first	middle	last name
05 05 2000	1200 W EAGLE ST	DALLAS	TEXAS 75102
Father's date of birth	social security number	address	city state zip code
04 04 2000	WITHHELD BY REQUEST	WITHHELD BY REQUEST	
Mother's date of birth	social security number	address	city state zip code

We further declare under penalty of perjury that:

- We have been given written and oral notice of: the benefits of having paternity established; the availability of paternity establishment and child support services; and the legal consequences of, the rights and responsibilities of, and the alternative to signing this Acknowledgment.
- No other Acknowledgment of Paternity form naming another man as the biological father of this child has been filed.
- There is no court order naming another man as the biological father of this child.
- A genetic test has not determined that another man is the biological father of this child.

Fill one circle by the correct statement from EACH of the following:

<input type="radio"/> There has not been genetic testing of the man listed above to determine if he is the biological father of this child.	OR	<input type="radio"/> Genetic testing has determined that the man listed above is the biological father of this child.
<input type="radio"/> The mother was not married to someone other than the biological father at the time of the child's birth or within 300 days prior to the child's date of birth, or there is a court order that states that the man the mother was married to is not the father of the child, and during the first two years of the child's life, no man continuously lived with the child and represented the child as his own.	OR	<input type="radio"/> The mother was married to someone other than the biological father at the time of the child's birth or during the 300 days before the child's birth or during the first two years of the child's life, a man continuously lived with the child and represented the child as his own; and that man has completed the Denial of Paternity below or has a Denial of Paternity filed with the Vital Statistics Unit.

Full Signature of Biological Father: *Ashley Prana* date: 4/19/2018

Full Signature of Mother: *Ashley Prana* date: 4/19/2018

Denial of Paternity (only required if "mother was married to someone other than the biological father or if, during the child's first two years of life, a man continuously lived with the child and represented the child as his own" is checked.)

We declare under penalty of perjury that

	TIMOTHY	W	SMITH
the presumed father of the child, is not the biological father. We understand that filing of this denial with an acknowledgment removes the presumed father's legal duty to support the child and terminates his right of custody or visitation with the child.	Presumed Father's first	middle	last name
	Timothy Smith		Ashley Smith
	4/19/2018		4/19/2018
Full Signature of Presumed Father	date	Full Signature of Mother	date

06 06 2000 WITHHELD BY REQUEST WITHHELD BY REQUEST

Presumed Father's date of birth social security number Presumed Father's address city state zip code

Texas Department of State Health Services
Vital Statistics
VS-159.1F Revised 09/2011

AOP Number: 0000176 Entity Code: P123 State File Number: []

08:00

Unresolved / Stakeholders

- ✓ Newborn
- ✓ Mother
- ✓ Mother Dem
- ✓ Father
- ✓ Father Dem
- ✓ Presumed Father
- ✓ Mother Medical-1
- ✓ Mother Medical-2
- ✓ Mother Medical-3
- ✓ Mother Medical-4
- ✓ Newborn Medical-1
- ✓ Newborn Medical-2
- ✓ Certification

Helpful Tips

The AOP can be printed before or after signatures are captured.
If a signed AOP was uploaded, refer to Appendix C (page 66) on viewing and printing the uploaded signed form.

6. Certify and release the birth and AOP together

Step 18: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 19: Click "Certify"

Step 20: Click "Release"

Record Type

Unresolved / Stakeholders

NEWBORN GENERAL INFORMATION

Record Type: * BORN AT THIS FACILITY

Plurality: *

Is Child Unnamed?

First Name: TRINA

Last Name: * PENA

Middle Name: MARIE

Suffix: --Select a value--

Sex: FEMALE

CONGRATULATIONS! THE BIRTH AND AOP ARE NOW RELEASED TO THE STATE.

Helpful
Tips



Appendix

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AOP Registration User Guide: Appendix A: AOP Matching

A1. Search for an AOP match (Birth)

Step 1: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 2: Click "Search AOP Record"

GLOBAL BIRTH FETAL DEATH LogOut

TEXAS Health and Human Services Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

EBR: 00000001984 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: --Select a value--

BIRTH REGISTRATION

Mother's Maiden Middle Name

Unresolved / StakeHolders

Newborn

Mother

Mother Dem

Father

Father Dem

Presumed Father

Mother Medical-1

Mother Medical-2

Mother Medical-3

Mother Medical-4

Newborn Medical-1

Newborn Medical-2

Certification

MOTHER'S NAME PRIOR TO FIRST MARRIAGE

First Name: ASHLEY Middle Name: MINDY

Last Name: SMITH Suffix: [value]

MOTHER'S INFORMATION

Date of Birth: 04/04/2000 Age at Child's Birth: 18

Birth Place: (Click Checkbox to Filter Foreign Countries Only) TEXAS SSN: [value]

Marital Status: MARRIED Married Within 300 Days? YES

AOP Involved: YES Date Acknowledgment of Paternity Signed: [value]

Did Mother Relinquish Rights to Child? NO Mother's Relinquish Date: [value]

Paternity Genetic Testing? NOT DONE

A1. Search for an AOP match (Birth)

GLOBAL BIRTH FETAL DEATH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

EBR: 00000001984 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: --Select a value--

BIRTH REGISTRAT

Mother's Maiden Mi

AOP - Partial Record Search

Fields marked with * are mandatory.

MOTHER MAIDEN INFORMATION		FATHER INFORMATION	
First Name	ASHLEY	First Name	PETE
Middle Name	MINDY	Middle Name	PANT
Last Name	* SMITH	Last Name	* PENA
Date Of Birth	* 04/04/2000	Date Of Birth	* 05/05/2000

Search

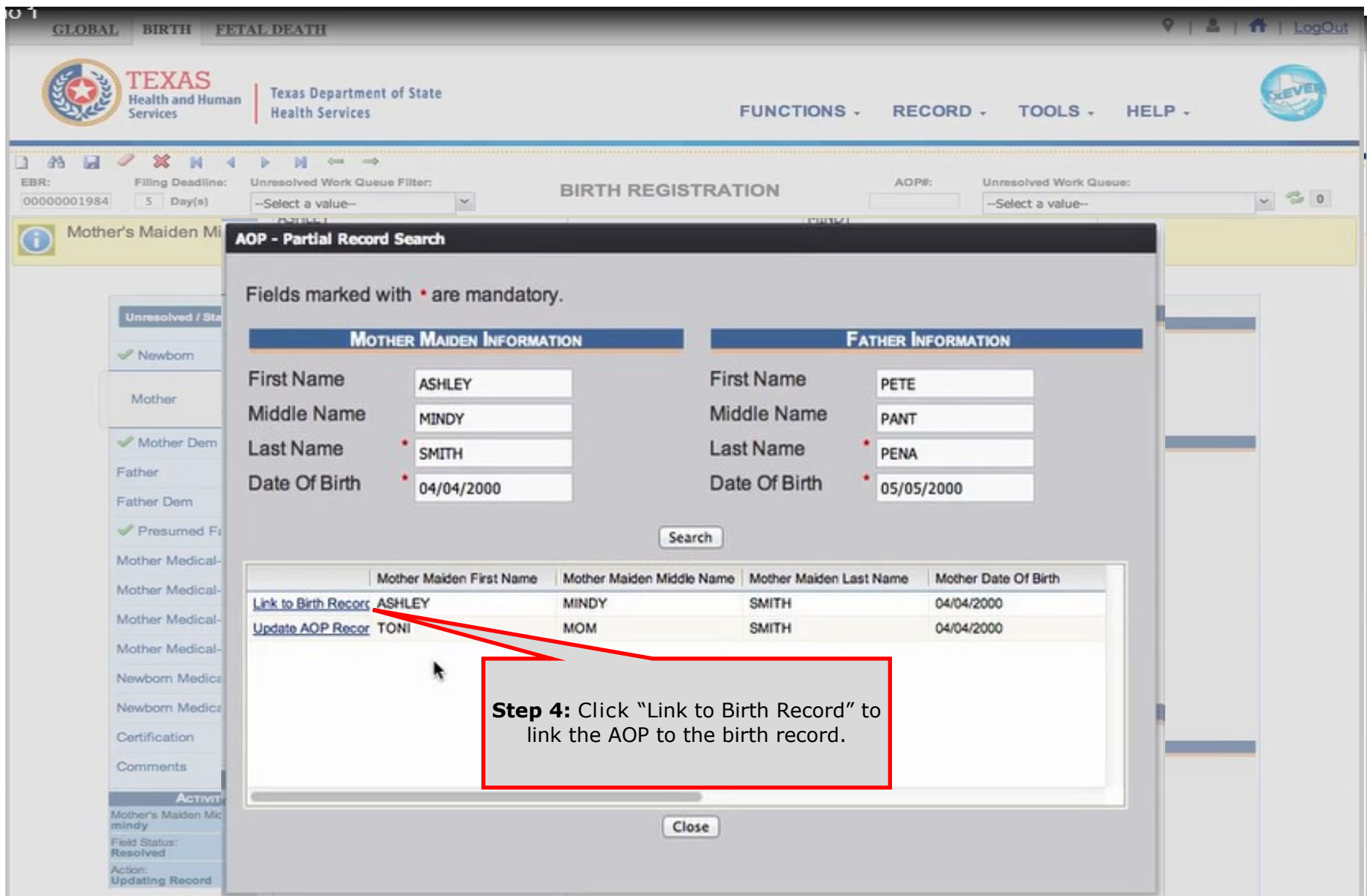
Mother Maiden First Name | Mother Maiden Middle Name | Mother Maiden Last Name | Mother Date Of Birth

Step 3: Click "Search" to locate a matching AOP record.

Close

Unresolved / Sta
Newborn
Mother
Mother Dem
Father
Father Dem
Presumed F
Mother Medical-
Mother Medical-
Mother Medical-
Mother Medical-
Newborn Medica
Newborn Medica
Certification
Comments
ACTIVIT
Mother's Maiden Mi
mindy
Field Status:
Resolved
Action:
Updating Record

A1. Search for an AOP match (Birth)



GLOBAL BIRTH FETAL DEATH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS - RECORD - TOOLS - HELP -

EBR: 00000001984 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: --Select a value-- BIRTH REGISTRATION AOP#: Unresolved Work Queue: --Select a value-- 0

AOP - Partial Record Search

Fields marked with * are mandatory.

MOTHER MAIDEN INFORMATION		FATHER INFORMATION	
First Name	ASHLEY	First Name	PETE
Middle Name	MINDY	Middle Name	PANT
Last Name *	SMITH	Last Name *	PENA
Date Of Birth *	04/04/2000	Date Of Birth *	05/05/2000

Search

	Mother Maiden First Name	Mother Maiden Middle Name	Mother Maiden Last Name	Mother Date Of Birth
Link to Birth Record	ASHLEY	MINDY	SMITH	04/04/2000
Update AOP Record	TONI	MOM	SMITH	04/04/2000

Close

Step 4: Click "Link to Birth Record" to link the AOP to the birth record.



Multiple AOPs can be matched to a birth record.
Update AOP Record—There are differences between names and dates of birth on AOP
Link to Birth Record—The AOP has matched a birth and can be linked
Linked (Delink?)—The AOP is linked to a birth record

A1. Search for an AOP match (Birth)

Accept or reject the link to the AOP record.

Birth - AOP Discrepancy

Saving the birth record will cause information appearing on the AOP to be changed to match what is currently on the birth record. If any of the items below are correct on the AOP, then you must take note of it and immediately change it on the birth record. Do you wish to link this AOP?
Following discrepancies found in between birth record and aop record you are trying to link.

Field Name	Field Value on Birth Record	Field Value on AOP Record
Child's Date of Birth	04/19/2018	04/20/2018
(Father) Suffix	II	JR.
(Current) Middle Name-Mother	LENORE	
Mother's SSN		123-78-9456
(Presumed Father's Mail) Address	WITHHELD	1234 MAIN ST
(Presumed Father's Mailing) Zipcode		75202
PresumedFather's SSN		456-78-9123
(Presumed Father's Mailing) City/Town		DALLAS

Accept link and retain the signatures Reject link and remove the signatures Cancel save

Step 5: Select **Accept link and retain** to link the signed AOP to the birth record.

Select **Reject link and remove** to remove the link to the birth record. The AOP will retain any signatures.

Select **cancel** to cancel the save and remove signed AOP from the birth.

A1. Search for an AOP match (Birth)

GLOBAL BIRTH FETAL DEATH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS - RECORD - TOOLS - HELP -

EBR: 00000001984 Filing Deadline: 5 Day(s) Unresolved Work Queue Filter: --Select a value-- BIRTH REGISTRATION AOP#: Unresolved Work Queue: --Select a value-- 0

AOP - Partial Record Search

Fields marked with * are mandatory.

MOTHER MAIDEN INFORMATION		FATHER INFORMATION	
First Name	ASHLEY	First Name	PETE
Middle Name	MINDY	Middle Name	PANT
Last Name	SMITH	Last Name *	PENA
Date Of Birth	04/04/2000	Date Of Birth *	05/05/2000

Search

	Mother Maiden First Name	Mother Maiden Middle Name	Mother Maiden Last Name	Mother Date Of Birth
Linked (Delink?)	ASHLEY	MINDY	SMITH	04/04/2000
Update AOP Record	TONI	MOM	SMITH	04/04/2000

Close

If necessary, Click "Delink?" to unlink the AOP from the birth record.

Click "Update AOP Record" to open a popup window to update names and dates of birth for mother and father to match the birth record.

Click "Close" to return to birth record.



Multiple AOPs can be matched to a birth record. Return to birth AOP process (page 29)

Update AOP Record—There are differences between names and dates of birth on AOP

Link to Birth Record—The AOP has matched a birth and can be linked

Linked (Delink?)—The AOP is linked to a birth record

A2. Search for a partial AOP match (Pre/Post Birth)

Step 3: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 4: Click "Search for a Partial AOP Match"

Helpful Tips

After saving the AOP information, but before capturing signatures, do a quick search for a partial AOP match. This will let you know if there are currently any AOP partials for these signatories. Return to pre/post AOP process (page 13).

A2. Search for a partial AOP match (Pre/Post Birth)

Step 1: Create a new record.

Step 2: Enter minimum AOP information for a partial AOP search:
 Dates of birth (child, mother, father), names (child last, mother last, mother maiden name, father name), marital status, paternity question.

ACKNOWLEDGMENT OF PATERNITY

This is a legal document. Type or Print in black ink. Parents are to be given a copy of this completed document.

We declare under penalty of perjury that

	PETE	PANT	PENA JR.
Biological Father's first	middle	last name	

is the biological father of

TRINA	MARIE	PENA II
Child's first	middle	last name

born on 04 21 2018, in DALLAS DALLAS TEXAS
 m m d yyyy city county state

to ASHLEY PRANA SMITH
 Mother's first middle last name maiden name if different

05 05 2000		1200 W EAGLE ST	DALLAS	TEXAS	75102
Father's date of birth	social security number	address	city	state	zip code

04 04 2000	WITHHELD BY REQUEST	WITHHELD BY REQUEST			
Mother's date of birth	social security number	address	city	state	zip code

Denial of Paternity (only required if "mother was married to someone other than the biological father or if, during the child's first two years of life, a man continuously lived with the child and represented the child as his own" is checked.)

We declare under penalty of perjury that

TIMOTHY	W	SMITH
Presumed Father's first	middle	last name

the presumed father of the child, is not the biological father. We understand that filing of this denial with an acknowledgment removes the presumed father's legal duty to support the child and terminates his right of custody or visitation with the child.

Timothy Smith	4/19/2018	Ashley Prana	4/19/2018
Full Signature of Presumed Father	date	Full Signature of Mother	date

06 06 2000 WITHHELD BY REQUEST WITHHELD BY REQUEST
 Presumed Father's date of birth social security number Presumed Father's address city state zip code

Texas Department of State Health Services AOP Number Entity Code State File Number



Use a copy of the AOP to aid data entry.

Some required name fields can be resolved by clicking on that field then pressing "TAB" key on keyboard.

A2. Search for a partial AOP match (Pre/Post Birth)

The screenshot shows the Texas Department of State Health Services AOP system interface. At the top, there are navigation tabs for 'GLOBAL', 'BIRTH', and 'FETAL DEATH'. The 'BIRTH' tab is selected. The header includes the Texas Department of State Health Services logo and name. Below the header, there are navigation menus for 'FUNCTIONS', 'RECORD', 'TOOLS', and 'HELP'. The 'RECORD' menu is open, showing a list of actions: 'New', 'Search', 'Save', 'Submit', 'Acknowledgment of Paternity', 'Denial of Paternity', 'Print', 'View Signatures', 'Search for a Partial AOP Match', 'Search for a Birth Match', 'Abandon', 'Signature History', and 'Release'. The 'Search for a Partial AOP Match' option is highlighted. The main content area is titled 'PRE/POST BIRTH AOP' and contains a form with various fields. The 'GENERAL INFORMATION' section includes 'AOP Type' (set to 'PRE-BIRTH AOP'), 'Is Child Unnamed?' (checkbox), 'First Name' (TRINA), 'Last Name' (PENA), and 'Date of Birth' (04/21/2018). The 'FACILITY INFORMATION & PLACE OF BIRTH' section includes 'Name' (set to '--Select a value--'), 'Type' (set to '--Select a value--'), 'Other (specify):', and 'Address:'. A callout box points to the 'View Signatures' option in the dropdown menu, with the text 'Step 4: Click "Search for a Partial AOP Match"'. Another callout box points to the 'RECORD' menu, with the text 'Step 3: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.'



If there are unsaved changes, system will save AOP before searching for partial AOP.

A2. Search for a partial AOP match (Pre/Post Birth)

Possible AOP matches appear in the table below

Unresolved

GENERAL INFORMATION

AOP Type: PRE-BIRTH AOP

General

AOP - Partial Record Search Result

Mother First	Mother Middle	Mother Maiden	Mother Date	Father First Name	Father Middle Name	Father Last Name	Father Date Of Birth
TRINA		CANTU	04/04/2000	BILLY		JEAN	05/05/2000
TONI	MOM	SMITH	04/04/2000	TONY	DAD	WHALE	05/05/2000
ASHLEY	MINDY	SMITH	04/04/2000	PETE	PANT	PENA	05/05/2000

Step 5: Select the appropriate AOP

Step 6: Click "Select" to select the AOP.

Click "Close" to cancel the search for a partial AOP match.

Select Close



The mother and father dates of birth must match for an AOP partial to appear in these results.

A2. Search for a partial AOP match (Pre/Post Birth)

Step 7: View discrepancies between current AOP and selected AOP.

Step 8: Scroll through the discrepancies using the scroll bar.

Field Name	Field Value on Current Record	Field Value on Selected Record
(Presumed Father) Withheld by Request	NO	YES
(Mother) Withheld by Request on AOP	NO	YES
(Child) Middle name		MARIE
(Child) Suffix		II
(Father's Mail) Address		1200 W EAGLE ST
(Father's Mailing) Zipcode		75102
Father's Middle Name		PANT
(Father) Suffix		JR.



Step 9: Keep a paper or electronic note pad to take note of any discrepancies. The "Field Value on Selected Record" column will be the information saved on the AOP.

A2. Search for a partial AOP match (Pre/Post Birth)

The screenshot shows the Texas Department of State Health Services web application. The main page is titled 'PRE/POST BIRTH AOP'. A modal dialog box titled 'Pre/Post Birth AOP' is open, displaying the following text:

This record is owned by another location. You can add additional signatures to this record by taking ownership. The current record will be abandoned. Do you wish to take ownership and link these records?

Below the text are two buttons: 'Yes' and 'No'. A red callout box points to the 'Yes' button with the text: 'Step 10: Click "Yes" to abandon the current AOP and match to the selected AOP'. Another red callout box points to the 'No' button with the text: 'Click "No" to abandon cancel the partial match and return to the current AOP'.

Mother First	Mother Middle	Mother Maiden	Mother Date Of Birth	Father First Name	Father Middle Name	Father Last Name	Father Date Of Birth
TRINA		CANTU	04/04/2000	BILLY		JEAN	05/05/2000
TONI	MOM	SMITH	04/04/2000	TONY	DAD	WHALE	05/05/2000
ASHLEY	MINDY	SMITH	04/04/2000	PETE	PANT	PENA	05/05/2000

A2. Search for a partial AOP match (Pre/Post Birth)

GLOBAL BIRTH FETAL DEATH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

AOP#: 0000176 Unresolved Work Queue Filter: --Select a value-- PRE/POST BIRTH AOP Unresolved Work Queue: --Select a value-- 0

Unresolved

General

Comments

ACTIVITY:
AOP Type: PRE-BIRTH AOP
Field Status: Resolved
Action: Updating Record

GENERAL INFORMATION

AOP Type: * PRE-BIRTH AOP

NEWBORN INFORMATION

Is Child Unnamed?

First Name: TRINA Middle Name: MARIE

Last Name: * PENA Suffix: II

Date of Birth: * 04/21/2018

FACILITY INFORMATION & PLACE OF BIRTH

Name: PARKLAND HOSPITAL Type: HOSPITAL

Other (specify): Address: 5200 HARRY HINES BLVD

Apt: ASD State: TEXAS

County: DALLAS Local: REGISTRAR - DALLAS COUNTY

City/Town: DALLAS Zip: 75235

Zip Ext:

MOTHER'S INFORMATION

First Name: ASHLEY Middle Name:

Last Name: * PRANA Suffix: --Select a value--

Information from selected AOP now displayed on screen.

A2. Search for a partial AOP match (Pre/Post Birth)

Step 11: Correct discrepancies between this AOP and the abandoned AOP and birth if applicable.

If a saved AOP is changed, TxEVER will ask to remove or retain signatures.

Step 12: Select save and **retain** to retain ALL signatures. Retention of signatures and a mandatory comment from user will be recorded in the signature history.

Select save and **remove** to remove ALL signatures and collect new ones. Do NOT select if the AOP has been submitted.

Select cancel to cancel the save and **retain** signatures.

Items that have changed



User has the option to retain signatures, then collect new signatures using the record menu.

This method can be used to electronically make corrections to the AOP until the AOP is matched to a birth record.

A2. Search for a partial AOP match (Pre/Post Birth)

GLOBAL BIRTH FETAL DEATH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

AOP#: 0000176 Unresolved Work Queue Filter: --Select a value-- PRE/POST BIRTH AOP Unresolved Work Queue: --Select a value-- 0

Unresolved

GENERAL INFORMATION

AOP Type: PRE-BIRTH AOP

Signature of Biological Father: [] date: [] Full Signature of Mother: Ashley Prana date: 4/19/2018

Paternity (only required if "mother was married to someone other than the biological father or if, during the child's first two years of life, a man continuously lived with the child and represented the child as his own" is checked.)

Under penalty of perjury that TIMOTHY W SMITH
 Presumed Father's first middle last name

the presumed father of the child, is not the biological father. We understand that filing of this denial with an acknowledgment removes the presumed father's legal duty to support the child and terminates his right of custody or visitation with the child.

WARNING: This [] Full Signature of Presumed Father: Timothy Smith date: 4/19/2018 Full Signature of Mother: Ashley Smith date: 4/19/2018

06 06 2000 WITHHELD BY REQUEST WITHHELD BY REQUEST
 Presumed Father's date of birth social security number Presumed Father's address city state zip code

Texas Department of State Health Services
 Vital Statistics
 VS-159.1F Revised 09/2011

AOP Number: 0000176 Entity Code: P123, B123 State File Number: []


First Name: ASHLEY Middle Name: []
 Last Name: PRANA Suffix: --Select a value--


In addition to the information populating in the form, the information and signatures appear on the printed AOP.

Entity codes from all facilities involved with the AOP will display on the form.

A3. Search for a birth match (Pre/Post Birth)

Skip to main content GLOBAL BIRTH FETAL DEATH 📍 | 👤 | 🏠 | Logout

 **TEXAS**
Health and Human Services | Texas Department of State Health Services

FUNCTIONS ▾ RECORD ▾ TOOLS ▾ HELP ▾ 

After submitting the AOP, TxEVER will display a blank AOP form.

AOP#: _____ Unresolved Work Queue Filter: SUBMITTED BUT NOT ASSIGNED ▾

PRE/POST BIRTH AOP

Unresolved Work Queue: --Select a value-- ▾ 18

Unresolved

GENERAL INFORMATION

--Select a value-- ▾

NEWBORN INFORMATION

Is Child Unnamed?

First Name: _____

Last Name: * _____

Date of Birth: * ____/____/____

FACILITY INFORMATION & PLACE OF BIRTH

Name: --Select a value-- ▾ Type: --Select a value-- ▾

Other (specify): _____ Address: _____

Comments

ACTIVITY:

AOP Type: --Select a value--

Field Status: Unresolved

Action: New Record

Step 1: Select the "Submitted But Not Assigned" unresolved work queue filter.

Step 2: Select the "Submitted But Not Assigned" unresolved work queue.

Unresolved Work Queue:

- TURNER, TINA (C), 2017/12/20
- TOAST, TEXAS (C), 2018/01/01
- COOK, ALISTER (C), 2018/02/01
- TWO, BABAY (C), 2018/02/02
- REMOVER, STAPLE (C), 2018/02/05
- YELNATS, STANLEY (C), 2018/03/03
- CAN, TRASH (C), 2018/03/07
- CHIP, CHIP (C), 2018/03/07
- MOM, MOM (M), 2018/03/07
- TWO, TWO (C), 2018/03/07
- LUUUUNCH, FOOOOD (C), 2018/03/14
- MIND, VANESSA (C), 2018/03/26
- JAMES, JESSIE (C), 2018/04/01
- INFANT, INFANT (C), 2018/04/06
- BELCHER, LOUISE (C), 2018/04/09



Birth facilities can only match AOPs to births that occurred at that facility. Non-birth facilities can match AOPs to any Texas birth.

A3. Search for a birth match (Pre/Post Birth)

Skip to main content GLOBAL BIRTH FETAL DEATH LogOut

TEXAS Health and Human Services Texas Department of State Health Services

Unresolved Work Queue Filter: PRE/POST BIRTH AOP Unresolved Work Queue: REMOVER, STAPLE (C), 2018/02/05 18

AOP#: 0000042 SUBMITTED BUT NOT ASSIGNED

Birth Record Search

CHILDS INFORMATION		MOTHER MAIDEN INFORMATION	
First Name	STAPLE	First Name	MASSIVE
Middle Name		Middle Name	
Last Name	REMOVER	Last Name	STAPLER
Date Of Birth	02/05/2018	Date Of Birth	01/31/2000

Search

Childs First Name	Childs Middle	Childs Last Name	Childs Date Of Birth
-------------------	---------------	------------------	----------------------

Close

City/Town: Zip:



If no matching AOP records are found, then the search table will remain blank after you click "search." Refer to Appendix A3 on searching for a birth match if results are displayed in the search table.

A3. Search for a birth match (Pre/Post Birth)

Birth Record Search

CHILDS INFORMATION				MOTHER MAIDEN INFORMATION			
First Name	STAPLE	First Name	MASSIVE				
Middle Name		Middle Name					
Last Name	REMOVE	Last Name	STAPLER				
Date Of Birth	02/05/2018	Date Of Birth	01/31/2000				

Search

	Childs First N	Childs Last	Childs Date Of	Mother Maiden	Mother Maiden	Mother Date C	Father First	Father La
Update AOP Record	ACTUALLY	TAPE	02/05/2018	TINY	STAPLER	01/31/2000		

Close

City/Town: Zip:

Step 6: Click "Update AOP Record" to return to the AOP and change the information to match the registered birth record.

You can also click "Close" to return to the AOP.



"Update AOP Record" appears if dates of birth and names for child, mother, or father differ from the registered birth record. If "Link to Birth Record" is shown, skip to step 10 on page 52.

A3. Search for a birth match (Pre/Post Birth)

AOP#: 0000042 Unresolved Work Queue Filter: SUBMITTED BUT NOT ASSIGNED PRE/POST BIRTH AOP Unresolved Work Queue: REMOVER, STAPLE (C), 2018/02/05 18

Unresolved

GENERAL INFORMATION

AOP Type: * PRE-BIRTH AOP

NEWBORN INFORMATION

Is Child Unnamed?

First Name: ACTUALLY Middle Name:

Mother's Maiden Middle Name: Suffix: --Select a value--

Last Name: * TAPE

Date of Birth: * 02/05/2018

FACILITY INFORMATION & PLACE OF BIRTH

Name: PARKLAND HOSPITAL Type: HOSPITAL

Other (specify): Address: 5200 HARRY HINES BLVD

Activity: Resolved
Action: Updating Record

Step 7: Update information on AOP to match birth record.



Remember that you when the record is saved again, the system will ask to "Save and remove signatures" or "Save and retain signatures."

A3. Search for a birth match (Pre/Post Birth)

Step 8: Click "Submit" to resubmit the AOP.

Pre/Post Birth AOP

Please verify all information is complete and correct. Are you sure you wish to submit the record?

Step 9: Click "Yes" to resubmit the AOP. The AOP must be resubmitted anytime a change is saved.



Submitting the AOP to the Texas Vital Statistics Section allows it to be matched to other partial AOPs and birth records.

The AOP is complete once all signatures are recorded and the AOP is submitted.

A3. Search for a birth match (Pre/Post Birth)

Birth Record Search

CHILDS INFORMATION				MOTHER MAIDEN INFORMATION			
First Name	ACTUALLY	First Name	TINY				
Middle Name		Middle Name					
Last Name	TAPE	Last Name	STAPLER				
Date Of Birth	02/05/2018	Date Of Birth	01/31/2000				

Search

	Childs First	Childs Last	Childs Date Of	Mother Maiden	Mother Maiden	Mother Date Of	Father First	Father Last
Link to Birth Record	ACTUALLY	TAPE	02/05/2018	TINY	STAPLER	01/31/2000		

Close

Step 10: Click "Link to Birth Record" to link the AOP to the registered birth record.

Click "Close" to return to the AOP.



Multiple AOPs can be matched to a birth record.
Update AOP Record—There are differences between names and dates of birth on AOP
Link to Birth Record—The AOP has matched a birth and can be linked
Linked (Delink?)—The AOP is linked to a birth record

A3. Search for a birth match (Pre/Post Birth)

Skip to main content GLOBAL BIRTH FETAL DEATH LogOut

TEXAS Health and Human Services Texas Department of State Health Services FUNCTIONS RECORD TOOLS HELP

AOP#: 0000042 Unresolved Work Queue Filter: SUBMITTED BUT NOT ASSIGNED Resolved Work Queue: 18

Birth Record Search

Birth - AOP Discrepancy

Following discrepancies found in between birth record and aop record you are trying to link. Do you wish to link this AOP?

Field Name	Field Value on Birth Record	Field Value on AOP Record
Paternity - Genetic Testing		HAS DETERMINED BIOLOGICAL F
(Father's Mail) Address		WITHHELD BY REQUEST
(Current) First name-Mother	NEED	MASSIVE
(Current) Middle name- Mother	A	
(Res.) Address	123 MAIN ST	WITHHELD BY REQUEST
(Residence) Zip	75040	
Mother's SSN	135-79-0123	
(Residence) State	TEXAS	

Accept link and retain the signatures Reject link and remove the signatures Cancel save

Step 11: Select **Accept link and retain** to link the signed AOP to the birth record.

Select **Reject link and remove** to remove the link to the birth record. The AOP will retain any signatures.

Select **cancel** to cancel the save and remove the link.

A3. Search for a birth match (Pre/Post Birth)

Skip to main content GLOBAL BIRTH FETAL DEATH LogOut

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

Birth Record Search

AOP#: 0000042

CHILDS INFORMATION				MOTHER MAIDEN INFORMATION			
First Name	ACTUALLY	First Name	TINY				
Middle Name		Middle Name					
Last Name	TAPE	Last Name	STAPLER				
Date Of Birth	02/05/2018	Date Of Birth	01/31/2000				

Search

	Childs First N	Childs Last	Childs Date Of	Mother Maiden	Mother Maiden	Mother Date C	Father First	Father La
Linked (Delink?)	ACTUALLY	TAPE	02/05/2018	TINY	STAPLER	01/31/2000		

Close

City/Town: Zip:

If necessary, Click "Delink?" to unlink the AOP from the birth record.



Multiple AOPs can be matched to a birth record. Return to pre/birth AOP process (page 20)
Update AOP Record—There are differences between names and dates of birth on AOP
Link to Birth Record—The AOP has matched a birth and can be linked
Linked (Delink?)—The AOP is linked to a birth record



AOP Registration User Guide: Appendix B: Sign AOP

Sign AOP: Acknowledgement Signatures

The screenshot shows the Texas Department of State Health Services AOP system interface. At the top, there are navigation tabs for 'GLOBAL' and 'BIRTH', and a 'LogOut' link. The header includes the Texas Department of State Health Services logo and name. Below the header, there is a search bar for 'AOP#' with the value '0000176' and a filter dropdown. The main content area is divided into sections: 'Unresolved', 'General', 'Comments', and 'ACTIVITY:'. The 'Comments' section shows a comment from 'KOMIEATTY1' dated '4/19/2018 11:36:31 AM' with the text 'THIS IS A TEST COMMENT FOR THE AOP - RW'. A dropdown menu is open under the 'RECORD' tab, listing various actions such as 'New', 'Search', 'Save', 'Submit', 'Acknowledgment of Paternity', 'Denial of Paternity', 'Print', 'View Signatures', 'Search for a Partial AOP Match', 'Search for a Birth Match', 'Abandon', 'Signature History', and 'Release'. The 'Acknowledgment of Paternity' option is highlighted, and a sub-menu is open showing 'Mother Signature' and 'Father Signature' options. At the bottom of the page, there is a footer with the current date '19-Apr-2018', build number '1.0.0.0', copyright information for 'Genesis Systems, Inc.', and the Genesis logo.

Step 1: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 2: Hover over "Acknowledgment of Paternity" for mother and father acknowledgment signatures

Step 3: Click mother or father to capture their signatures.



If a mother is signing a 3 party AOP, then she must provide both an acknowledgment and a denial signature.

Sign AOP: Acknowledgement Signatures

The screenshot displays the Texas Department of State Health Services web application interface. At the top, there is a navigation bar with 'GLOBAL' and 'BIRTH' tabs, and a 'LogOut' link. The main header includes the Texas Department of State Health Services logo and name, along with navigation links for 'FUNCTIONS', 'RECORD', 'TOOLS', and 'HELP'. Below the header, there is a section for 'PRE/POST BIRTH AOP' with an 'AOP#' field containing '0000176' and an 'Unresolved Work Queue Filter' dropdown. A 'Comments' section is visible, with a text area for 'Enter a Comment Below.' and a 'Comments' tab. A modal dialog box titled 'Pre/Post Birth AOP' is overlaid on the screen, containing the following text:

We further declare under penalty of perjury that:

- We have been given written and oral notice of: the benefits of having paternity established; the availability of paternity establishment and child support services; and the legal consequences of, the rights and responsibilities of, and the alternative to signing this Acknowledgment.*
- No other Acknowledgement of Paternity form naming another man as the biological father of this child has been filed.*
- There is no court order naming another man as the biological father of this child.*
- A genetic test has not determined that another man is the biological father of this child.*

At the bottom of the dialog box are two buttons: 'Yes' and 'No'. A red callout box points to the 'Yes' button with the text: **Step 4:** Click "Yes" to confirm that signatories have read the statement.

At the bottom of the application, there is a footer with 'Current Date: 19-Apr-2018 | Build Number: 1.0.0.0', '©2017 | Genesis Systems, Inc.', and the 'GENESIS' logo.



This statement is also printed on the AOP.

Sign AOP: Acknowledgement Signatures

Mouse Pad is the default selection. Sign using a mouse or touch screen.

Click Upload to upload a signed AOP after entering information into the AOP form.

Click USB Pad to sign using a signature pad.

Click Preview to view the signature



Step 5: Choose to capture signatures using a mouse pad, USB pad, or by uploading a signed AOP.

Sign AOP: Denial Signatures

The screenshot shows the Texas Department of State Health Services AOP system interface. At the top, there is a header with the Texas logo and the text "TEXAS Health and Human Services" and "Texas Department of State Health Services". Below the header, there is a navigation bar with "GLOBAL" and "BIRTH" tabs. The main content area includes a form for entering a comment, a list of activities, and a "RECORD" dropdown menu. Three callout boxes provide instructions:

- Step 6:** Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.
- Step 7:** Hover over "Denial of Paternity" for mother and presumed father denial signatures.
- Step 8:** Click mother or presumed father to capture their signatures.

The interface also shows a "Comments" section with a comment from "KOMIEATTY1" dated "4/19/2018 11:36:31 AM". At the bottom, there is a footer with "Current Date: 19-Apr-2018 | Build Number: 1.0.0.0", "©2017 | Genesis Systems, Inc.", and the "GENESIS" logo.



If a mother is signing a 3 party AOP, then she must provide both an acknowledgment and a denial signature.

3. Capture AOP Signatures

The screenshot shows the 'PRE/POST BIRTH AOP' form in the Texas Department of State Health Services system. A modal dialog box titled 'Pre/Post Birth AOP' is displayed, containing the following text:

We declare under penalty of perjury that TIMOTHY W SMITH , the presumed father of the child, is not the biological father. We understand that filing of this denial with an acknowledgment removes the presumed father's legal duty to support the child and terminates his right of custody or visitation with the child.

Below the text are two buttons: 'Yes' and 'No'. A red callout box points to the 'Yes' button with the text: **Step 9:** Click "Yes" to confirm that signatories have read the statement



This statement is also printed on the AOP.

3. Capture AOP Signatures

The screenshot shows the Texas Department of State Health Services web application interface. At the top, there are navigation tabs for 'GLOBAL' and 'BIRTH', and a 'LogOut' link. The main header includes the Texas Department of State Health Services logo and name, along with navigation menus for 'FUNCTIONS', 'RECORD', 'TOOLS', and 'HELP'. Below the header, there are input fields for 'AOP#' (0000176) and 'Unresolved Work Queue Filter'. The main content area is titled 'PRE/POST BIRTH AOP' and features a 'GENERAL INFORMATION' section with 'AOP Type' set to 'PRE-BIRTH AOP'. A modal dialog box titled 'DOP - Presumed Father Signature' is open, showing a signature 'Timothy Smith' on a 'Mouse Pad' with options for 'USB Pad', 'Upload', and 'Preview'. The dialog box includes an 'Undo last stroke' button and a 'Save Signature' button. A red arrow points from a text box to the 'Save Signature' button. Below the dialog box, there are input fields for 'Last Name' (PRANA) and 'Suffix'.

Step 10: Capture Denial of Paternity signatures using mouse pad, USB pad, or upload.



This statement is also printed on the AOP.



AOP Registration User Guide: Appendix C: Print Uploaded AOP

GLOBAL

STATE OF TEXAS
ACKNOWLEDGMENT OF PATERNITY

This is a legal document. Type or Print in black ink. Parents are to be given a copy of this completed document.

We declare under penalty of perjury that

PETE	PANT	PENA JR.
Biological Father's first	middle	last name
TRINA	MARIE	PENA II
Child's first	middle	last name

born on 04 21 2018, in DALLAS DALLAS TEXAS
m m d y y y y city county state

to ASHLEY PRANA SMITH
Mother's first middle last name maiden name if different

05 05 2000	1200 W EAGLE ST	DALLAS	TEXAS	75102
Father's date of birth	social security number	address	city	state
04 04 2000	WITHHELD BY REQUEST	WITHHELD BY REQUEST		
Mother's date of birth	social security number	address	city	state

We further declare under penalty of perjury that:

- We have been given written and oral notice of: the benefits of having paternity established; the availability of paternity establishment and child support services; and the legal consequences of, the rights and responsibilities of, and the alternative to signing this Acknowledgment.
- No other Acknowledgment of Paternity form naming another man as the biological father.
- There is no court order naming another man as the biological father.
- A genetic test has not determined that another man is the biological father.

Fill one circle by the correct statement from EACH of the following:

There has **not** been genetic testing of the man listed above to determine if he is the biological father of this child. Genetic testing has determined that the man listed above is the biological father of this child.

The mother **was not** married to someone other than the biological father at the time of the child's birth or within 300 days prior to the child's date of birth, or there is a court order that states that the man the mother was married to is not the father of the child, and during the first two years of the child's life, no man continuously lived with the child and represented the child as his own. The mother **was** married to someone other than the biological father at the time of the child's birth or within 300 days prior to the child's date of birth, or there is a court order that states that the man the mother was married to is not the father of the child, and during the first two years of the child's life, no man continuously lived with the child and represented the child as his own.

		Ashley Prana	4/19/2018
Full Signature of Biological Father	date	Full Signature of Mother	date

Denial of Paternity (only required if "mother was married to someone other than the biological father or if, during the child's first two years of life, a man continuously lived with the child and represented the child as his own" is checked.)

We declare under penalty of perjury that

TIMOTHY	W	SMITH
Presumed Father's first	middle	last name

the presumed father of the child, is not the biological father. We understand that filing of this denial with an acknowledgment removes the presumed father's legal duty to support the child and terminates his right of custody or visitation with the child.

Timothy Smith	4/19/2018	Ashley Smith	4/19/2018
Full Signature of Presumed Father	date	Full Signature of Mother	date

06 06 2000 WITHHELD BY REQUEST WITHHELD BY REQUEST
Presumed Father's date of birth social security number Presumed Father's address city state zip code

Texas Department of State Health Services
Vital Statistics
VS-159.1F Revised 09/2011

AOP Number: 0000176 Entity Code: P123 State File Number: []

SSN: []

Married Within 300 Days? YES

Date Acknowledgment of Paternity Signed: 1/1

Mother's Relinquish Date: []

LogOut

REVEAL

CTIONS - RECORD - TOOLS - HELP -

New
Search
Save
Cancel
Abandon
View Signatures
Acknowledgment of Paternity (A
Denial of Paternity
Verification of Birth Facts

Hover over "View Signatures"

If a signed AOP is uploaded, then "Signature Document on File" will print on the AOP form instead of a signature.

View and print a signed AOP form by using "View Signatures."

WARNING: This is a governmental document. Texas Penal Code, Section 37.10, specifies penalties for making false entries or providing false information in this document.

Certification

Helpful Tips

View and print the signature for each signatory with "signature document on file." You may need to print up to 4 different forms.



AOP Registration User Guide: Appendix D: Signature History

Signature history: Pre/Post Birth AOP Registration

Step 1: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 2: Click "Signature History"

GLOBAL BIRTH FETAL DEATH logOut

TEXAS Health and Human Services Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

AOP#: 0000177 Unresolved Work Queue Filter: --Select a value--

PRE/POST BIRTH AOP

Unresolved

General

Comments

ACTIVITY: Mother's Maiden Last Name: prana Field Status: Resolved Action: Updating Record

GENERAL INFORMATION

AOP Type: * PRE-BIRTH AOP

NEWBORN INFORMATION

Is Child Unnamed?

First Name: TRINA Middle Name:

Last Name: * PENA Suffix: --Select a value--

Date of Birth: * 04/21/2018

FACILITY INFORMATION & PLACE OF BIRTH

Name: --Select a value-- Type: --Select a value--

Other (specify): Address:



In Pre/Post Birth AOP Registration, there is just one signature history. In Birth Registration, there are two signature histories: one for a matched AOP (if applicable) and one for changes made during birth registration.

Signature history: Pre/Post Birth AOP Registration

GLOBAL BIRTH FETAL DEATH

TEXAS Health and Human Services

Click the column header to sort by that column.
Right click the column header to show/hide columns.
Resize columns as needed.

RECORD TOOLS HELP

New Search

AOP#: 0000176

Signature History View

User ID	Date Time	Form Type	Signature Action	Field Name	Original Value	New Value	Comment
TKUSER1	4/19/2018 11:46:40 AM	Acknowledgment of Paternity	Mother's Signature Retained. Father	(Child) Suffix	II		
TKUSER1	4/19/2018 11:46:40 AM	Acknowledgment of Paternity	Mother's Signature Retained. Father	Child's Date of Birth	04/21/2018		
TKUSER1	4/19/2018 11:46:40 AM	Denial of Paternity	Mother's Signature Retained. Presu	(Child) Suffix	II		
TKUSER1	4/19/2018 11:46:40 AM	Denial of Paternity	Mother's Signature Retained. Presu	Child's Date of Birth	04/21/2018		
MI EATTY1	4/19/2018 11:37:28 AM	Acknowledgment of Paternity	Mother's Signature Saved.				
MI EATTY1	4/19/2018 11:38:14 AM	Denial of Paternity	Presumed Father's Signature Saved.				
MI EATTY1	4/19/2018 11:38:38 AM	Denial of Paternity	Mother's Signature Saved.				
TKUSER1	4/19/2018 11:45:39 AM	Acknowledgment of Paternity	Father's Signature Saved.				

Columns: id, User ID, Date Time, Form Type, Signature Action, Field Name, Original Value, New Value, Comment

PARKLAND HOSPITAL HOSPITAL

Other (specify): Address: 5200 HARRY HINES BLVD



Column customization is present in many areas of TxEVER! Use it to quickly locate information.

Signature history: Pre/Post Birth AOP Registration

The screenshot displays the Texas Department of State Health Services web application interface. At the top, there are navigation tabs for GLOBAL, BIRTH, and FETAL DEATH. The BIRTH tab is active. The header includes the Texas Department of State Health Services logo and name, along with a navigation menu containing FUNCTIONS, RECORD, TOOLS, and HELP. A dropdown menu is open under RECORD, showing options for New, Search, Save, and Submit. Below the header, there is a search bar with the AOP# 0000176 and an Unresolved Work Queue Filter dropdown. The main content area is titled PRE/POST BIRTH AOP. A modal window titled Signature History View is open, displaying a table with the following data:

User ID	Form Type	Comment
PARKUSER1	Acknowledgment of Paternity	RECORD SAVED, SIGNATURE RETAINED : CHANGED CHILD INFO PER DAD
PARKUSER1	Acknowledgment of Paternity	RECORD SAVED, SIGNATURE RETAINED : CHANGED CHILD INFO PER DAD
PARKUSER1	Denial of Paternity	RECORD SAVED, SIGNATURE RETAINED : CHANGED CHILD INFO PER DAD
PARKUSER1	Denial of Paternity	RECORD SAVED, SIGNATURE RETAINED : CHANGED CHILD INFO PER DAD
KOMIEATTY1	Acknowledgment of Paternity	
KOMIEATTY1	Denial of Paternity	
KOMIEATTY1	Denial of Paternity	
PARKUSER1	Acknowledgment of Paternity	

Two red callout boxes provide additional information:

- A box pointing to the first two rows of the table states: "Signature history is combined for all users facilities that share ownership of the AOP."
- A box pointing to the comment column states: "Mandatory comment for retaining signatures on AOP appear here."

The modal window also includes a Close button at the bottom right.

Signature history: Birth Registration

Step 1: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 2: AOP Signature History shows history of changes for a linked AOP.

Step 3: Signature history shows history of changes made during birth registration.

Form Type	Signature Action	Field Name	Original Value	New Value	Comment
1:45:39 AM	Acknowledgment of Paternit	Father's Signature Saved.			
1:46:40 AM	Acknowledgment of Paternit	Mother's Signature Retained. Father (Child) Suffix	II		RECORD SAVED, SIGNATURE RETAINED :
1:46:40 AM	Acknowledgment of Paternit	Mother's Signature Retained. Father Child's Date of Birth	04/21/2018	04/20/2018	RECORD SAVED, SIGNATURE RETAINED :
1:46:40 AM	Denial of Paternity	Mother's Signature Retained. Presu (Child) Suffix	II		RECORD SAVED, SIGNATURE RETAINED :
1:46:40 AM	Denial of Paternity	Mother's Signature Retained. Presu Child's Date of Birth	04/21/2018	04/20/2018	RECORD SAVED, SIGNATURE RETAINED :
1:56:40 AM	Acknowledgment of Paternit	Mother's Signature Retained. Father Child's Date of Birth	2018/04/20	2018/04/19	AOP LINKED TO BIRTH RECORD
1:56:40 AM	Acknowledgment of Paternit	Mother's Signature Retained. Father (Father) Suffix	JR.	II	AOP LINKED TO BIRTH RECORD
1:56:40 AM	Denial of Paternity	Mother's Signature Retained. Presu PresumedFather's	456-78-9123		AOP LINKED TO BIRTH RECORD
1:56:40 AM	Denial of Paternity	Mother's Signature Retained. Presu (Presumed Father's)	1234 MAIN ST	WITHHELD	AOP LINKED TO BIRTH RECORD
1:56:40 AM	Denial of Paternity	Mother's Signature Retained. Presu (Presumed Father's)	DALLAS		AOP LINKED TO BIRTH RECORD
1:56:40 AM	Denial of Paternity	Mother's Signature Retained. Presu (Presumed Father's)	75202		AOP LINKED TO BIRTH RECORD
1:56:40 AM	Acknowledgment of Paternit	Mother's Signature Retained. Father (Current) Middle Nz		LENORE	AOP LINKED TO BIRTH RECORD
1:56:40 AM	Acknowledgment of Paternit	Mother's Signature Retained. Father Mother's SSN	123-78-9456		AOP LINKED TO BIRTH RECORD



Any discrepancies addressed during the process of linking AOP to birth record will be listed in the AOP signature history. In Pre/Post Birth AOP Registration, there is just one signature history. In Birth Registration, there are two signature histories: one for a matched AOP (if applicable) and one for changes made during birth registration.




AOP Registration User Guide: Appendix E: Tips and Tricks




E1. Keyboard Shortcuts




Keyboard Shortcuts

T or 

Enters current date in any date field.


T + up/down or  +   Enters the current date and you can populate a day before or after.

Tab or 

Moves forward from one box/field to another box/field.

Shift Tab or  + 

Moves backward from one box/field to another box/field.

Enter or 

Activates the next button on the page.

1st Letter of a Word

Enters selection from pick list of a dropdown list. Scroll through that letter.

Space Bar or 

Selects a radio button or check box.

Arrow Keys or  



Moves from one radio button to the next.

Down Arrow or 

Opens a dropdown list.

Escape or 

Closes a dropdown list.

Ctrl + S or  + 

Saves the current record.

State Abbreviations

Selects the associated state by typing the first letter.

E1. Keyboard Shortcuts: Diacritical Marks

TxEVER will allow the use of Diacritical Marks. To insert a diacritical mark within a name, Press and Hold the "ALT" key and type the 3 digit code. Release the "ALT" key and the respective diacritical mark will appear. Example: **ALT+128 = Ç**

ALT Code	Diacritical Mark	ALT Code	Diacritical Mark
128	Ç	0200	È
142	Ä	0205	Í
144	É	0207	Ï
153	Ö	0204	Ì
154	Ü	0211	Ó
165	Ñ	0210	Ò
0193	Á	0213	Õ
0194	Â	0218	Ú
0192	À	0217	Ù
0195	Ã	0221	Ý
0235	Ë		

E2. TxEVER Icons

The screenshot displays the TxEVER software interface for the 'PRE/POST BIRTH AOP' section. A red dashed box highlights a toolbar containing several icons. Five callout boxes provide instructions for these icons:

- NEW:** Select the document icon to start a new AOP.
- SEARCH:** Select the magnifying glass icon to find an AOP at your facility.
- SAVE:** Select the floppy disk icon to save the current record.
- Navigation:** Use the blue arrows (first, previous, next, last) to move between records in the unresolved work queue.
- Tab Navigation:** Use the green arrows to move between tabs within a record.

The interface also shows a sidebar with 'Unresolved' and 'General' sections, and a main form with fields for 'First Name', 'Last Name', 'Date', and 'Address'. The footer includes the date '13-Mar-2018', build number '1.0.0.0', and copyright information for Genesis Systems, Inc.



Remember to save often so you do not lose information!

E2. TxEVER Icons

GLOBAL BIRTH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS - RECORD - TOOLS - HELP

PRE/POST BIRTH AOP

Unresolved Work Queue Filter: --Select a value--

Unresolved Work Queue: --Select a value-- 0

Unresolved

General

Comments

ACTIVITY:
(Current) Last name- Mother:
Field Status: Unresolved
Action: New Record

GENERAL INFORMATION

AOP Type: * PRE-BIRTH AOP

NEWBORN INFORMATION

Is Child Unnamed?

First Name: TRINA Middle Name: MARIE

Last Name: * PENA

Date of Birth: * 04/21/2018

FACILITY NAME & PLACE OF BIRTH

Name: PARKLAND HOSPITAL

Type: HOSPITAL

Address: 5200 HARRY HINES BLVD

State: TEXAS

Local: REGISTRAR - DALLAS COUNTY

Zip: 75235

County: DALLAS

City/Town: DALLAS

Zip Ext:

Click on the dropdown to select a facility. The address will populate in the other fields.

Click on search to find a facility. Type the first 3 characters of the facility name, then those locations will populate the dropdown.



Only county and city are required fields for place of birth. If place of birth facility is unknown, select "Other" from the bottom of dropdown menu then enter county and city.

E2. TxEVER Icons

The screenshot shows the 'PRE/POST BIRTH AOP' form in the TxEVER system. The form is divided into sections: 'GENERAL INFORMATION', 'NEWBORN INFORMATION', and 'FACILITY INFORMATION & PL'. Annotations with red callout boxes explain field behaviors:

- White field:** A white field has been resolved.
- Red asterisk:** A field with a red asterisk is a mandatory field and cannot be left blank.
- Green field:** The green field shows where the cursor is.
- Yellow/Blue field:** A yellow or blue field is awaiting information. Use "TAB" key to leave it blank. If field remains colored, enter "?" or "UNKNOWN."



Use your keyboard's TAB key to move the cursor to each field.

E2. TxEVER Icons

The screenshot displays the TxEVER web application interface. At the top, there are navigation tabs for 'GLOBAL' and 'BIRTH', and a 'LogOut' link. The header includes the Texas Health and Human Services logo and the text 'Texas Department of State Health Services'. A navigation menu contains 'FUNCTIONS', 'RECORD', 'TOOLS', and 'HELP'. The main content area is titled 'PRE/POST BIRTH AOP' and features a sidebar with 'Unresolved' and 'General' tabs. The main form is divided into 'GENERAL INFORMATION' and 'NEWBORN INFORMATION' sections. The 'NEWBORN INFORMATION' section includes fields for 'First Name' (TRINA), 'Middle Name' (MARIE), 'Last Name' (PENA), and 'Date of Birth' (04/21/2018). A 'Double Data Entry' dialog box is overlaid on the 'Date of Birth' field, indicating that the field requires double data entry. A red callout box points to the date field with the text: 'You can enter "T" to enter today's date. Use your keyboard's "UP" and "DOWN" arrows to move the date.'



For security and accuracy, some fields will require double data entry. This includes names, dates of birth, and Social Security numbers.

E3. Unresolved Work Queue Filters (Pre/Post Birth)

GLOBAL BIRTH

TEXAS Health and Human Services

HELP

Unresolved Work Queue Filters allow you to filter AOP records based on status.

AOP#: []

Unresolved Work Queue Filter:

- Select a value-
- ALL UNRESOLVED
- PENDING SIGNATURE
- SUBMITTED BUT NOT ASSIGNED
- UNRELEASED AOP-BIRTH MATCH

Queue: [] 0

Comments

Activity:

AOP Type: --Select a value--

Field Status: Unresolved

Action: New Record

Is Child Unnamed?

First Name: []

Last Name: * []

Date of Birth: * []

FACILITY INFORMATION & PLACE OF BIRTH

Name: []

Type: []

Other (specify): []

Address: []

01

All Unresolved queue contains any AOPs that have not been submitted to VSS and matched to birth record.

Pending Signature queue contains AOPs with all fields resolved, but that are missing signatures

Submitted But Not Assigned queue contains AOPs that have been submitted to VSS, but are not matched to a birth record.

Unreleased AOP-Birth Match queue contains AOPs that have been matched to a birth record, but are not released yet. This includes AOP-Birth matches that were rejected by VSS.



Submitting the AOP to the Texas Vital Statistics Section allows it to be matched to other partial AOPs and birth records.

E3. Unresolved Work Queue Filters (Birth)

GLOBAL BIRTH FETAL DEATH

TEXAS Health and Human Services

Unresolved Work Queue Filters allow you to filter birth records based on AOP status.

EBR: 00000001984 Filing Deadline: 5 Day(s)

Unresolved Work Queue Filter: --Select a value--

- ALL UNRESOLVED
- LATE RECORDS
- DATA ENTRY INCOMPLETE
- READY FOR RELEASE
- READY FOR CERTIFICATION
- AOP PENDING
- REJECTED RECORDS
- INCOMPLETE AOP

AOP Pending queue contains birth records that are missing AOP signatures.

Rejected Records queue contains birth records that have been rejected by the state. This includes birth records submitted with a partial AOP that have been automatically rejected after 5 days after child date of birth.

Incomplete AOP queue contains birth records that have been submitted with a partial AOP within 5 days of child's date of birth. Additional signatures can be captured to complete the AOP.

REGISTRATION AOP#: 0000176 Unresolved Work Queue: PENA, TRINA (C), 2018/04/19

NEWBORN GENERAL INFORMATION

Last Name: PENA

Date of Birth: 04/19/2018

Sex: FEMALE

SSN INFORMATION

Parents Authorize Release of Information to Social Security Administration to Issue this Child a SSN: YES

SSN: SSN PENDING



See Birth Registration User Guide for more details on other birth Unresolved Work Queue Filters.

E3. Unresolved Work Queue Filters

01

GLOBAL BIRTH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS RECORD TOOLS HELP

AOP#: Unresolved Work Queue Filter: SUBMITTED BUT NOT ASSIGNED

PRE/POST BIRTH AOP

Unresolved Work Queue: --Select a value-- 3

TAMMY, TAMMY (C), 2018/02/23
STEPHEN, STEPHEN (C), 2018/03/06
PENA, TRINA (C), 2018/04/21

GENERAL INFORMATION

AOP Type:

General

Comments

Activity:

AOP Type: --Select a value--
Field Status: Unresolved
Action: New Record

Is Child Unnamed?

First Name:

Middle Name:

Last Name: *

Suffix: --Select a value--

Date of Birth: *

FACILITY INFORMATION & PLACE OF BIRTH

Name: --Select a value--

Type: --Select a value--

Other (specify):

Address:

Select an Unresolved Work Queue Filter

Select a record from the work queue to continue working.

E4: Unresolved List (Pre/Post Birth)

GLOBAL BIRTH

TEXAS Health and Human Services | Texas Department of State Health Services

FUNCTIONS - RECORD - TOOLS - HELP -

AOP#: 0000176 Unresolved Work Queue Filter: --Select a value--

PRE/POST BIRTH AOP Unresolved Work Queue: --Select a value-- 0

Unresolved

Comments

Click "Unresolved" to see a list of fields that have not been resolved.

Unresolved list also shows the status of the current AOP.

RECORD STATUS
AOP Submit Incomplete

Previous Save Next

Download Print Plugin
GEN PRINT PLUGIN: 0.0.0 CONNECTION: WAITING

Current Date: 19-Apr-2018 | Build Number: 1.0.0.0 ©2017 | Genesis Systems, Inc. GENESIS



Click on any of the items in the Unresolved list to jump directly to it.

E4: Unresolved List (Birth)

GLOBAL BIRTH FETAL DEATH

TEXAS Health and Human Services

FUNCTIONS RECORD TOOLS HELP

EBR: 00000001984 Filing Deadline: 5 Day(s) Unresolved Work Queue: --Select a value--

BIRTH REGISTRATION AOP#: --Select a value--

(Res.Street) Apt/Suite

Unresolved / Stakeholders

MOTHER'S NAME PRIOR TO FIRST MARRIAGE

Unresolved List AOP Fields Record Stakeholders

MOTHER	FATHER	PRESUMED FATHER
- (Residence) State	- (Father) First Name	- (Presumed Father) First Name
- (Residence) City/Town	- (Father) Middle Name	- (Presumed Father) Middle Name
- (Residence) Zip	- (Father) Last Name	- (Presumed Father) Last Name
- (Residence) Zip Ext	- (Father) Suffix	- (Presumed (Father) Suffix
	- Father's Date of Birth	- Presumed Father's Date of Birth
	- Father's SSN	- PresumedFather's SSN
	- (Father's Mail) Address	- (Presumed Father's Mail) Address
	- Father's Mailing Town Name	- (Presumed Father's Mailing) State
	- (Father's Mail Street) Apt/Suite	- (Presumed Father's Mailing) City/Town
	- (Father's Mailing) State	- (Presumed Father's Mailing) Zipcode
	- (Father's Mailing) City/Town	- Presumed Father's Mailing Zipcode Extension
	- (Father's Mailing) Zipcode	
	- Father's Residence Zip Ext	

RECORD STATUS

Registration Data Entry Incomplete
Certification Incomplete
Release Incomplete

Newborn Medical-1 NO

Newborn Medical-2 Paternity Genetic Testing?

Certification NOT DONE

Comments

Activity: HIGH SCHOOL GRADUATE OR GED COMPLETED

Mother's Education MVR --Select a value--

(Res.Street) Apt/Suite: Occupation: TEACHER

Field Status: Kind of Business or Industry: EDUCATION

Click "Unresolved / Stakeholders" to see unresolved fields on the birth record.

Click "AOP Fields" to filter all of the remaining fields required on the AOP.

Helpful Tips

Click on any of the items in the Unresolved / Stakeholder list to jump directly to it.



AOP Registration User Guide: Appendix F: Logging in

1. Login and go to Birth Registration

Log into TxEVER via the web <https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>

The screenshot shows the TxEVER login page. At the top left is the Texas Health and Human Services logo. To its right is the text "Texas Department of State Health Services". At the top right is the TxEVER logo. Below the logos is a blue banner with the text "Welcome to the Texas Department of State Health Services!". Below the banner is a large image of a woman smiling and holding a baby. Overlaid on the image is a yellow arrow pointing right with the text "LOG IN to TxEVER". Below the image is a blue box containing text about TxEVER and contact information for the Texas Department of State Health Services (DSHS). At the bottom of the page are three yellow buttons: "Log on to Texas Department of State Health Services", "User Enrollment", and "Report TxEVER Issue(s)".

Step 1: Click here to open the TxEVER login page.

LOG IN to TxEVER

TxEVER is the vital records registration and issuance software that was developed for Texas Department of State Health Services (DSHS), State Office of Vital Records by Genesis Systems, Inc.
DSHS Vital Records office hours are 8:00 AM - 4:30 PM, Monday - Friday.
State vital records are considered to be private and confidential. Access to vital records is restricted by statute.

Contacting the Texas Department of State Health Services(DSHS)

Telephone Numbers:	Phone Number	Hours	Mailing Address:
Description			Texas Department of State Health Services State Office of Vital Records Address: 1100 West 49th Street, Austin, TX 78756
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	Ph. (512) 776-7111
Fax Number	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	
Vital Records - Customer Service	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F	

Click here to report issues with TxEVER

Log on to Texas Department of State Health Services

User Enrollment
Report TxEVER Issue(s)

Click here for the initial enrollment in TER.



TxEVER Terms of Use

WARNING: THIS IS A TEXAS HEALTH AND HUMAN SERVICES INFORMATION RESOURCES SYSTEM THAT CONTAINS STATE AND/OR U.S. GOVERNMENT INFORMATION. BY USING THIS SYSTEM YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE NO RIGHT OF PRIVACY IN CONNECTION WITH YOUR USE OF THE SYSTEM OR YOUR ACCESS TO THE INFORMATION CONTAINED WITHIN IT. BY ACCESSING AND USING THIS SYSTEM YOU ARE CONSENTING TO THE MONITORING OF YOUR USE OF THE SYSTEM, AND TO SECURITY ASSESSMENT AND AUDITING ACTIVITIES THAT MAY BE USED FOR LAW ENFORCEMENT OR OTHER LEGALLY PERMISSIBLE PURPOSES. ANY UNAUTHORIZED USE OR ACCESS, OR ANY UNAUTHORIZED ATTEMPTS TO USE OR ACCESS, THIS SYSTEM MAY SUBJECT YOU TO DISCIPLINARY ACTION, SANCTIONS, CIVIL PENALTIES, OR CRIMINAL PROSECUTION TO THE EXTENT PERMITTED UNDER APPLICABLE LAW.

Are you in agreement with above stated terms & conditions?

Step 2: Click Yes to agree to the terms and conditions and gain access to TxEVER.





Login

The screenshot shows a login form with the following elements:

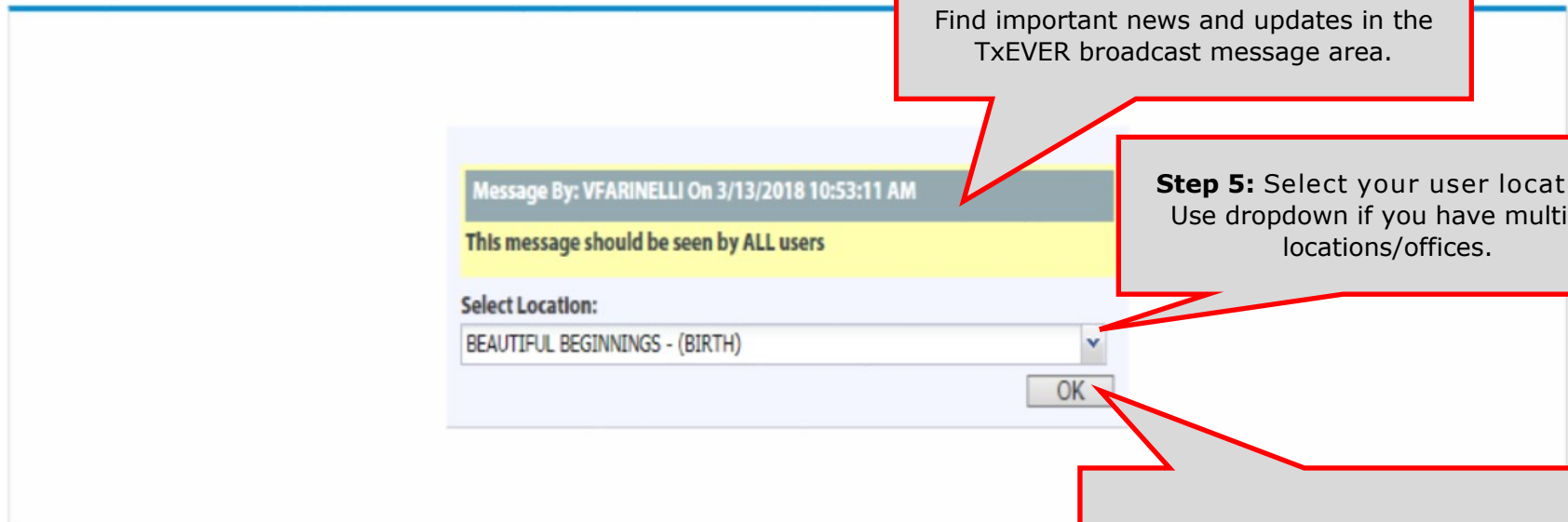
- User Name:** A text input field containing the text "komiieatty1".
- Password:** A text input field containing seven asterisks "*****".
- Forgot Password?:** A blue hyperlink located below the password field.
- Log In:** A light blue button located to the right of the password field.

Three red-bordered callout boxes provide instructions:

- A callout box pointing to the "Forgot Password?" link contains the text: "Forgot your password? Click here to reset password."
- A callout box pointing to the "Log In" button contains the text: "Step 4: Type your TxEVER user name and password."
- A callout box pointing to the User Name and Password fields contains the text: "Step 3: Type your TxEVER user name and password."



Location



The screenshot shows a broadcast message interface. At the top, it says "Message By: VFARINELLI On 3/13/2018 10:53:11 AM" and "This message should be seen by ALL users". Below this is a "Select Location:" section with a dropdown menu currently showing "BEAUTIFUL BEGINNINGS - (BIRTH)". An "OK" button is located at the bottom right of the dropdown menu. Three callout boxes with red borders and grey backgrounds provide instructions: the top one points to the message area, the middle one points to the dropdown menu, and the bottom one points to the "OK" button.

Find important news and updates in the TxEVER broadcast message area.

Step 5: Select your user location. Use dropdown if you have multiple locations/offices.

Step 6: Click "OK."