

Declaration of Parentage/Paternity: Instructions

There are two ways a parent can be added to a birth certificate.

The first is for both parents to sign a Voluntary Declaration of Parentage in the presence of an authorized representative of the Office of Vital Records in Carson City NV or the Southern Nevada Health District in Las Vegas NV **both require an appointment.**

To Make an appointment in Carson City, Northern Nevada contact the Office of Vital Records with the State of Nevada at:

- Paternity Specialist OVR at OVRPaternity@health.nv.gov.

To Make an appointment in Las Vegas, Southern Nevada contact the Southern Nevada Health District-SNHD at:

- Email- Vitalrecords@snhd.org

If both parents cannot be present, then a court order establishing paternity from any US Circuit Court of competent jurisdiction is required.

Please note that the Declaration of Parentage form to add a parent to a birth certificate can only be completed at the Office of Vital Records in Carson City or the Southern Nevada Health District in Las Vegas NV. Any forms mailed in but not completed by one of those two agencies will be returned to the parents without processing.