



**Administrative Policies and Procedures: 15.4**

<b>Subject:</b>	<b>Clearing the Putative Father Registry</b>
<b>Authority:</b>	TCA 37-5-105; TCA 37-1-112;36-1-113(d)(3)(A)(i); 36-1-116(b)(13)(A)
<b>Standards:</b>	DCS Practice Model Standard – 12-807 PA-AS 7.01, PA-AS 7.04
<b>Application:</b>	To All Department of Children's Services Permanency Specialist Staff and Tennessee Licensed Child Placing Agency Staff.

**Policy Statement:**

The Department of Children's Services must check the Putative Father Registry within ten (10) working days of the filing of the petition to terminate parental rights and again within ten (10) days of filing a petition to adopt.

**Purpose:**

The Department of Children's Services maintains a Putative Father Registry in order to ascertain whether there exists any claim to the paternity of a child who is the subject of a termination or adoption petition. The Registry must be checked, within specified timeframes, to assure that the Department has pursued all possible relative/guardian resources prior to seeking dissolution of parental/guardian rights to the child.

**Procedures:**

**A. Complete form**

Complete form **CS-0435, Request for Name and/or Address of a Father of Child Born Out-of-Wedlock**, within ten(10) working days of the filing of the petition to terminate parental rights and within ten(10) working days of the filing of the petition to adopt. Mail, fax, or e-mail the completed form to:

**Registrar  
Putative Father Registry  
Tennessee Department of Children's Services  
436, 6<sup>th</sup> Avenue North  
Nashville, Tennessee 37243-1290**

The Registrar review, which includes a Vital Records check and the Putative Father Registry Check, requires three (3) working days to complete and return a response. Responses are returned to the requestor by fax and by mail.

<p><b>B. Notify legal counsel</b></p>	<ol style="list-style-type: none"> <li>1. If a father is identified on the registry prior to filing the petition to terminate parental rights, staff must notify DCS legal counsel immediately and he/she will instruct on how to proceed.</li> <li>2. If a father is identified prior to filing a petition to adopt, staff must notify the adoptive parent(s) attorney so he/she may give notice of the adoption proceedings to the father.</li> </ol>
<p><b>C. Father not identified</b></p>	<p>If no father is identified, notify as is appropriate, DCS legal counsel or the adoptive parent(s) attorney and file the form in the record.</p>
<p><b>D. Documentation</b></p>	<p>Form <b>CS-0435, Request for Name and/or Address of a Father of Child Born Out-Of-Wedlock</b> and the response is to be retained in the child's case file pursuant to <b><u>DCS Policy 31.5, Regional Child Case Files</u></b> (Section C-4).</p>

<p><b>Forms:</b></p>	<p><a href="#"><u>CS-0435, Request for Name and/or Address of a Father of Child Born Out-of-Wedlock</u></a></p>
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<p><b>Collateral Documents:</b></p>	<p><b><u>DCS Policy 31.5, Regional Child Case Files</u></b></p>
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