



AOP Administration User Guide



TxEVER AOP REGISTRATION

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AOP Registration User Guide: New Certified Entity

TxEVER AOP Checklist: New Certified Entity

- ☐ 1. Login and go to library maintenance
- ☐ 2. Create a location
- ☐ 3. Create a user
- ☐ 4. Add locations to the user
- ☐ 5. Add contact information and processes to user
- ☐ 6. Designate as AOP user in AOP User Management



Use this checklist when creating a new AOP certified entity.
Skip step 1 if the facility already exists in TxEVER.

1. Login and go to library maintenance

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

The screenshot shows the TxEVER login page. At the top, there are logos for the Texas Department of State Health Services and TxEVER. Below the logos is a banner that says "Welcome to the Texas Department of State Health Services!". The main image is a woman smiling and holding a baby. A yellow arrow points to the "LOG IN to TxEVER" button. A red box highlights the "LOG IN to TxEVER" button with the text "Step 1: Click here to open the TxEVER login page." Below the banner, there is a section titled "Contacting the Texas Department of State Health Services(DSHS)" which includes a table of telephone numbers and a mailing address. A red box highlights 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 red box highlights 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)

Description	Phone Number	Hours
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F
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

Mailing Address:
Texas Department of State Health Services
State Office of Vital Records
Address: [Redacted]
Austin, TX [Redacted]
Ph. (512) [Redacted]

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 library maintenance

The screenshot shows the OAGADMIN interface for the Texas Department of State Health Services. At the top, there is a navigation bar with links for "Skip to main content", "GLOBAL", and "BIRTH". Below this is the Texas Health and Human Services logo and the text "Texas Department of State Health Services". A blue banner reads "DALLAS-OAGADMIN , welcome to the Texas Department of State Health Services!". To the right of the banner are tabs for "FUNCTION", "TOOLS", and "HELP". Under the "TOOLS" tab, there are two sub-tabs: "Library Maintenance" and "Attorney Office". Three red callout boxes provide instructions: Step 1 points to the "BIRTH" tab; Step 2 points to the dropdown arrow next to the "TOOLS" tab; Step 3 points to the "Attorney Office" sub-tab. The footer contains the text "Current Date: 09-May-2018 | Build Number: 1.0.0.0", the copyright "©2017 | Genesis Systems, Inc.", and the "GENESIS" logo.

Step 1: Select Birth Module Tab.

Step 2: Click dropdown arrow next to TOOLS to be taken to library maintenance options.

Step 3: Select Attorney Office to start a create, edit, or disable an attorney office.

Current Date: 09-May-2018 | Build Number: 1.0.0.0

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2. Create a location



TEXAS
Health and Human
Services

Texas Department of State
Health Services

FUNCTIONS RECORD HELP



Step 4: Fill in information on the form

Attorney Office
* Indicates a mandatory field

Name: *

Address: *

Apt/Suite:

State: *

County: *

City/Town: *

Zip: *

Zip Ext:

Participation Flag: ☐

Code:

Phone#:

Fax#:

Email:

Method of Contact:

Inactive: ☐

System Assigned Entity Code:

Legacy Entity Code: *

Display in List: *

Step 5: Click "Save"

Attorney Office Name	Address	Apt	State	County	City/Town	Zip	Zip Ext	Participating	Code	Phone#	Fa
AAA	AAAA	AAA	TEXAS	ANGELINA	CLAWSON	43215		false			
BBB	777	YTY	TEXAS	SAN SABA	CHEROKEE	54332		false			
CCC	CCC	CCC	TEXAS	ANDREWS	PRECINCT 3	65432		false			
DAVID KOMIE	1500 S LAMAR	200	TEXAS	TRAVIS	AUSTIN	78701	1231	true	8989900	(512)776-7111	(51
DAVID KOMIE	1500 S LAMAR	200	TEXAS	TRAVIS	AUSTIN	78701		true	8787878		
LAW OFFICE OF TEST	1100 MAIN STI		TEXAS	TRAVIS	AUSTIN	78756		true	8989899	(512)776-7111	(51
RRR	RRR	RRR	TEXAS	ARCHER	HOLLIDAY	76366		false			

Displaying Records 1 - 10 of 11

11 Records

Current Date: 09-May-2018 | Build Number: 1.0.0.0

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Helpful
Tips

Edit a location by clicking on the facility in the table and then clicking "Edit."

3. Create a user

The screenshot shows the REGADMIN AUSTIN web application interface. At the top, there is a navigation bar with links: [Skip to main content](#), [GLOBAL](#), [BIRTH](#), [DEATH](#), and [FEE](#). To the right of these links is a [LogOut](#) button. Below the navigation bar is a header section featuring the Texas Health and Human Services logo on the left and a blue banner with the text "REGADMIN AUSTIN, welcome to the Texas Department of State Health Services." On the right side of the header, there are three dropdown menus: "FUNCTION", "TOOLS", and "HELP". The "TOOLS" dropdown is open, showing two options: "Security" and "User Maintenance". Below the header is a "NOTIFICATIONS" section. At the bottom of the page, there is a footer with the text "Current Date: 25-Apr-2018 | Build Number: 1.0.0.0" on the left, "©2017 | Genesis Systems, Inc." in the center, and the GENESIS logo on the right.

Step 1: Select Global Module Tab.


Step 2: Click dropdown arrow next to TOOLS.


Step 3: Select "Security" then "User Maintenance" to add, edit, or deactivate users.



3. Create a user

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

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

FUNCTION ▾ RECORD ▾ HELP ▾ 


User ID: * Email: *
First Name: * [Show password rules](#)
Middle Name:
Last Name: * Password: *
Suffix: User Type: * [Show List](#)

Save Update Search

Clear Fields Deactivate User Add/Edit Locations Add/Edit Processes Unlock User

Select User Status: --Select a value-- Select Location: REGISTRAR - CITY OF AUSTIN COUNTY - (Loc)

User ID	First	Middle	Last	Suffix	Permissions	Status
AUSTINREG1USER			AUSTINREG1USEI		L	Active
AUSTINREG2USER	ABBY		AUSTINREG2USEI		L	Active
GHEMINGWAY	GEORGE		HEMINGWAY		U	Active
JIDEAN	JIMMY		DEAN		U	Inactive
SDERRICK			DERRICK		U	Active
TAITRAN	TAI		TEST			Active
VBUTTS	VENESSA		BUTTS			Active

Page 1 of 1 |  Displaying Records 1 - 8 of 8 8 Records

Step 3: Enter user's information then click "Save"

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 Helpful Tips

The user will then receive an email with their username and a temporary password. You can also reset a password or unlock a user from this screen by selecting their name in the table.

3. Create a user

Skip to main content GLOBAL BIRTH DEATH FEE 📍 👤 🏠 ✉️ LogOut

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

FUNCTION ▾ RECORD ▾ HELP ▾ 

User ID: *

First Name: *

Middle Name:

Last Name: *

Suffix:

Email: *

Show password rules

Password: *

User Type: * [Show List](#)

Save Update Search

Clear Fields Deactivate User Add/Edit Locations Add/Edit Processes Unlock User

Select User Status:

User ID	First
AUSTINREG1USER	
AUSTINREG2USER	ABBY
GHEMINGWAY	GEORGE
JIDEAN	JIMMY
SDERRICK	
TAITRAN	TAI
VBUTTS	VENESSA
	BUTTS

Page 1 of 1

User Maintenance

You will be re-directed to location maintenance. Please assign locations and save to complete the process.

OK


	User Phone
R - CITY OF	(512)555-1234
R - CITY OF	(737)555-3215
	(512)555-2585
	(999)999-9999

Displaying Records 1 - 8 of 8

Records

Step 3: Click "OK" to go to location maintenance.

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If you are not creating a new user, you can also get to location maintenance by clicking "Add/Edit Locations" in the center of the screen or within the Record menu.

4. Add locations to the user

[Skip to main content](#) GLOBAL BIRTH DEATH FEE 📍 👤 🏠 ✉️ [LogOut](#)

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

FUNCTION ▾ RECORD ▾ TOOLS ▾ HELP ▾ 

UserID: **FIELDSERVICE2598**

First Name: **GAE**

Last Name: **CAR**

Title:

Agency:

Department:

Method of Contact:

Phone#:

Ext#:

Alt Phone#:

E-mail Address:

Fax#:

Special Permission:

Pin:

Step 3: Select the location type.

Location Type:

Available Locations:

- Local Registrar Office

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


Assigned Locations:




The locations will appear as a list on the right side of the page, but sometimes you need to search for the facility first.

4. Add locations to the user

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

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

FUNCTION ▾ RECORD ▾ TOOLS ▾ HELP ▾ 

UserID: **FIELDSERVICE2598**

First Name: **GAETAN**

Last Name: **CARPEN**

Title:

Agency:

Department:

Method of Contact:

Phone#:

Ext#:


Alt Phone#:

E-mail Address:

Fax#:

Special Permission:

Pin:

Location Type: 


Available Locations:

REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

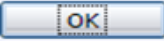
Assigned Locations:


←

→

Locations Maintenance 

Locations added successfully to the list.
Please click save to commit the changes.





Step 3: Select the location.

Step 3: Click on the bottom arrow to assign the selected location to the user by moving it to the right.

Step 3: Click "Save" once the appropriate locations are on the right side.

5. Add contact information and processes to user

[Skip to main content](#)

GLOBAL BIRTH DEATH FEE

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

FUNCTION RECORD TOOLS HELP

Step 3: Add contact information for user. The Email Subscription type should be "AOP users"

Location: * REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office) v

UserID: FIELDSERVICE2598

First Name: CAETAN

Last Name: CARPENTIER

Title:

Agency:

Department: Show List

Method of --Select a value-- v

Contact: *

Email Subscription (for mass emailing): *
v
LOCAL REGISTRARS
AOP USERS

Phone #: * () _-____
Ext #: _____
Alt Phone #: () _-____
E-mail Address: * _____
Fax #: * () _-____

Special Permission: ☒ User ☐ Local Admin ☐ Sys Admin

Pin: _____ Email Pin Generate Pin

Is Supervisor: ☐

☐ Fee Allocation Indicator ☐ OVRA Allocation Indicator
☐ DCOA Allocation Indicator ☐ TDCJ Allocation Indicator

Step 3: Click "Generate Pin" to send an email with the new pin to the user.

Groups And Processes:
DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN)
DEATH LOCAL (ADMIN ,SYSADMIN,ADMIN)
LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN)
LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN)
BIRTH ABANDON
BIRTH BLANK WORKSHEET
BIRTH CERTIFICATION
BIRTH DE-CERTIFY
BIRTH DENIAL OF PATERNITY SIGNATURE
BIRTH LEGAL VIEW
BIRTH LOCAL ACCEPTANCE
BIRTH LOCAL BATCH FILE
BIRTH LOCAL BATCH FILE DOWNLOADER
BIRTH LOCAL PRINT QUEUE
BIRTH LOCAL REGISTRATION
BIRTH PATERNITY ACKNOWLEDGMENT FORM
BIRTH PATERNITY ACKNOWLEDGMENT SIGNATURE
BIRTH PRE/POST BIRTH AOP
BIRTH RELEASE
BIRTH SEARCH AOP RECORD

Process Assigned:

Save



5. Add contact information and processes to user

Skip to main content GLOBAL BIRTH DEATH FEE LogOut

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

Location: * REGISTRAR - CITY OF AUSTIN - TRAVIS COUNTY - (Local Office)

UserID: FIELDSERVICE2598

First Name: GAETAN

Last Name: CARPENTIER

Title:

Agency:

Department: FIELD SERVICES Show List

Method of Contact: * EMAIL

Email Subscription (for mass emailing): * LOCAL REGISTRARS

Phone #: () - -

Ext #:

Alt Phone #:

E-mail Address: * gaetan.carpentier@dshs.texas.gov

Fax #: () - -

Special Permission: ☒ User ☐ Local Admin ☐ Sys Admin

Pin: ***** Email Pin Generate Pin

Is Supervisor: ☐

☐ Fee Allocation Indicator ☐ OVRA Allocation Indicator

☐ DCOA Allocation Indicator ☐ TDCJ Allocation Indicator

Groups And Processes:

- DEATH FUNERAL HOME (ADMIN ,SYSADMIN,ADMIN)
- DEATH LOCAL (ADMIN ,SYSADMIN,ADMIN)
 - DEATH DE-VERIFY
 - DEATH LOCAL ACCEPTANCE QUEUE
 - DEATH LOCAL BATCH PRINT
 - DEATH LOCAL BURIAL TRANSIT PERMIT QUEUE
 - DEATH LOCAL PROCESSES
 - DEATH REQUEST DISINTERMENT PERMIT
- LOCAL REGISTRAR - BIRTH (ADMIN ,SYSADMIN,ADMIN)
- LOCAL REGISTRAR - FEE (ADMIN ,SYSADMIN,ADMIN)
 - BIRTH ABANDON
 - BIRTH BLANK WORKSHEET
 - BIRTH CERTIFICATION
 - BIRTH DE-CERTIFY
 - BIRTH DENIAL OF PATERNITY SIGNATURE
 - BIRTH LEGAL VIEW
 - BIRTH LOCAL ACCEPTANCE
 - BIRTH LOCAL BATCH FILE
 - BIRTH LOCAL BATCH FILE DOWNLOADER
 - BIRTH LOCAL PRINT QUEUE

Process Assigned:

Step 3: Click on the top arrow to assign the selected process to the user by moving it to the right.

Step 3: Click "Save" once the appropriate locations are on the right side.

Save



6. Designate as AOP user in AOP User Management

Skip to main content GLOBAL BIRTH DEATH FETAL DEATH FEE ADOPTION REGISTRY IMAGING LogOut

TEXAS

FUNCTION TOOLS HELP

Step 3: Select location type.

Step 3: Select location name.

LOCATION AND USER ID

Location Type: *
--Select a value--

User ID: *
--Select a value--

First Name: Middle Name: Last Name: email: Phone:

Location Type: *

--Select a value--

State Department of Health
Birth Facility
Local Registrar Office
Midwife
Attorney Office
Office Of Attorney General

Location Name: *

--Select a value--

SETON MEDICAL CENTER
PARKLAND HOSPITAL
BEAUTIFUL BEGINNINGS
LOVING ARMS
TEXAS GENERAL HOSPITAL - EDITED
MEDICAL CITY DALLAS
JUNK

Current Date: 03-May-2018 | Build Number: 1.0.0.0

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Helpful
Tips

6. Designate as AOP user in AOP User Management

LOCATION AND USER ID

Location Type: *
Office Of Attorney General

Location Name: *
DALLAS - REGION 4

User ID: *
HSTATEUSER

Step 3: Select a user ID. That user's information will prepopulate in gray area below.

USER INFORMATION

First Name: HFIRST
Middle Name:
Last Name: HLAST
Title:
Email: HTRAN@GENESISINFO.COM
Phone: () - -

AOP INFORMATION

Trainer First Name:
Trainer Last Name:
Trainer User ID:
Date Of Training: *
Date Of Previous Certification:
Supervisor Title:
Date Of Certification: *
Supervisor First Name:
Supervisor Email:
Supervisor Last Name:
Supervisor Phone: () - -

Step 3: Enter user's AOP information.

New Edit Save Clear Delete Unlock

User ID	First Name	Middle Name	Last Name	Title	Email	Phone	Trainer First Name	Trainer Last Name	Trainer User ID	Training
DALLASOAGU	DALLAS		OAGUSER1		dallas@oag.texas.gov	(214)555-2258				04/13/2013
DALLASOAGA			DALLAS-OAG		dallas@oag.texas.gov	(214)555-1235				04/13/2013

Step 3: Click save to designate that user as an AOP user for that facility.

Page 1 of 1
Displaying Records 1 - 2 of 2



If a user is certified for AOPs at multiple locations, then you need to designate them as an AOP user in each location. To edit or remove an AOP user, click the user in the table then click "Edit" or "Delete."



AOP Registration User Guide:

View AOP

TxEVER AOP Checklist: View AOP

- ☐ 1. Login and go to View AOP
- ☐ 2. Search for an AOP
 - a. "Search for Birth Records" to find AOPs **attached** to birth records.
 - b. "Search for Completed AOPs Not Attached to Births" to find AOPs **not attached** to birth records.
- ☐ 3. Print the AOP (From Where = "B")



Use this checklist when viewing an AOP (OAG or State users only).

1. Login and go to View AOP

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

The screenshot shows the TxEVER login page. At the top, there are logos for the Texas Department of State Health Services and TxEVER. Below the logos is a banner that says "Welcome to the Texas Department of State Health Services!". The main image is a woman smiling and holding a baby. A yellow arrow points to the "LOG IN to TxEVER" button. A red box highlights the "LOG IN to TxEVER" button with the text "Step 1: Click here to open the TxEVER login page." Below the banner, there is a section titled "Contacting the Texas Department of State Health Services(DSHS)" which includes a table of telephone numbers and a mailing address. A red box highlights 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 red box highlights 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)

Description	Phone Number	Hours
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F
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

Mailing Address:
Texas Department of State Health Services
State Office of Vital Records
Address: [Redacted]
Austin, TX [Redacted]
Ph. (512) [Redacted]

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 View AOP

The screenshot shows the web application interface for DALLAS-OAGADMIN. The header includes the Texas Department of Health and Human Services logo and navigation tabs for GLOBAL and BIRTH. A blue banner displays the user's name and a welcome message. A navigation menu on the right contains a 'FUNCTION' dropdown, which is expanded to show options: 'Pre/Post Birth AOP Registration', 'View AOP', 'Switch Location', and 'Exit Application'. Three red callout boxes provide instructions: Step 1 points to the BIRTH tab, Step 2 points to the FUNCTION dropdown, and Step 3 points to the 'View AOP' option. The footer contains the current date, build number, copyright information, and the Genesis Systems, Inc. logo.

Step 1: Select Birth Module Tab to start the AOP registration.

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

Step 3: Select View AOP to start a search, view, and print an AOP.

DALLAS-OAGADMIN , welcome to the Texas Department

Current Date: 19-Apr-2018 | Build Number: 1.0.0.0

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2. Search for an AOP

Step 4: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 5: Click "Search Birth Records" to locate AOPs attached to birth records.

Click "Search Complete AOPs Not Attached to Births" to locate AOPs that are not attached to a birth record.

GLOBAL BIRTH

TEXAS
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FUNCTIONS **RECORD** **TOOLS** **HELP**

[Search Birth Records](#)
[View AOP Forms](#)
[Search Complete AOPs Not Attached to Births](#)
[View Signature](#)

NEWBORN INFORMATION

Record Type: BORN AT THIS FACILITY

(Child) First Name:
 (Child) Middle Name:
 (Child) Last Name:
 (Child) Suffix:

Child's Date of Birth: 04/19/2018
 Child's Sex: FEMALE
 Plurality: SINGLE
 Birth Order: SINGLE

(Place of Birth) Name: PARKLAND HOSPITAL
 (Place of Birth) State: TEXAS
 (Place of Birth) County: DALLAS

State File Number: 0000912018
 State File Date: 04/19/2018
 Local File Number: 00000088
 Local File Date: 04/19/2018
 AOP Number: 0000176

FATHER'S INFORMATION

(Father) First Name: PETE
 (Father) Last Name: PENA

MOTHER'S INFORMATION

(Current) First Name: PRANA
 (Current) Middle Name: ASHLEY
 (Current) Last Name-Mother: MINDY
 Mother's Maiden First Name: SMITH
 Mother's Maiden Middle Name: MARRIED
 Mother's Maiden Last Name:

CERTIFIER/ATTENDANT INFORMATION

Certifier First Name: ABBY
 Certifier Middle Name:
 Certifier Last Name: PARK-CERTIFIER

[Download Print Plugin](#)
 GEN PRINT PLUGIN: 0.0.0

CONNECTION: WAITING

Current Date: 19-Apr-2018 | Build Number: 1.0.0.0

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The binoculars icon has the same function as the "Search Birth Records" option.

2. Search for an AOP

GLOBAL BIRTH

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

FUNCTIONS RECORD TOOLS HELP

VIEW AOP

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

PLEASE See Download Print Plugin GEN PRINT PLUGIN: 0.0.0 CONNECTION: WAITING

Current Date: 19

Birth Search

(Child) First Name: TRINA
(Child) Middle Name:
(Child) Last Name: PEN
(Child) Suffix: --Select a value--
Child's Date of Birth: 00/00/2018
(ex. 00/00/2018 if month and day are not known, 02/00/2018 if day is not known.)
Child's Time of Birth: :
Time of Birth (Military AMPM Indicator): --Select a value--
Child's Sex: --Select a value--
Birth Order: --Select a value--
State File Number:
AOP Number: 176

(Current) Middle Name-Mother:
(Current) Last Name-Mother:
Mother's Maiden Last Name:
Mother's Date of Birth: / /
Mother's Medical Record #:

Scroll down to see more search fields such as AOP number.

FATHER'S INFORMATION

(Father) First Name:

CERTIFIER/ATTENDANT INFORMATION

Attendant Last Name:

EBR Number	(Child) First Name	(Child) Middle Name	(Child) Last Name	(Child) Suffix	Child's Date of Birth	Child's Time of Birth	Time of Birth (Military)	Child's Sex
00000001984	TRINA	MARIE	PENA		2018/04/19	11:48	MILITARY	FEMALE

Step 7: Click the record(s) then click "Select Record(s)" to view them

Search Select Record(s) Clear Close



Hold down the SHIFT or CTRL keys to select multiple records.

GLOBAL
BIRTH

TEXAS
Health and Human Services

Texas Department of State
Health Services

FUNCTIONS
RECORD
TOOLS
HELP

VIEW AOP

Unresolved Work Queue:
PENA, TRINA (C), 2018/04/19
1

NEWBORN INFORMATION	
Record Type:	BORN AT THIS FACILITY
(Child) First Name:	TRINA
(Child) Middle Name:	MARIE
(Child) Last Name:	PENA
(Child) Suffix:	
Child's Date of Birth:	04/19/2018
Child's Sex:	FEMALE
Plurality:	SINGLE
Birth Order:	SINGLE
(Place of Birth) Name:	PARKLAND HOSPITAL
(Place of Birth) State:	TEXAS
(Place of Birth) County:	DALLAS
State File Number:	0000912018
State File Date:	04/19/2018
Local File Number:	00000088
Local File Date:	04/19/2018
AOP Number:	0000176

MOTHER'S INFORMATION	
(Current) First Name-Mother:	ASHLEY
(Current) Middle Name-Mother:	LENORE
(Current) Last Name-Mother:	PRANA
Mother's Maiden First Name:	ASHLEY
Mother's Maiden Middle Name:	MINDY
Mother's Maiden Last Name:	SMITH
Mother Married:	MARRIED

FATHER'S INFORMATION	
(Father) First Name:	PETE
(Father) Last Name:	PENA

CERTIFIER/ATTENDANT INFORMATION	
Certifier First Name:	ABBY
Certifier Middle Name:	
Certifier Last Name:	PARK-CERTIFIER

AOP/Birth information displayed on screen.

[Download Print Plugin](#)
GEN PRINT PLUGIN: 0.0.0

CONNECTION: WAITING

Current Date: 19-Apr-2018 | Build Number: 1.0.0.0

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3. Print the AOP (From Where = "B")

GLOBAL BIRTH

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

FUNCTIONS

RECORD **TOOLS** **HELP**

Step 8: Click the dropdown arrow next to "Record" to see a list of actions you can do with this record.

Step 9: Click "View AOP forms" to view the AOP form(s) for this record.

NEWBORN INFORMATION

Record Type:	BORN AT THIS FACILITY
(Child) First Name:	TRINA
(Child) Middle Name:	MARIE
(Child) Last Name:	PENA
(Child) Suffix:	
Child's Date of Birth:	04/19/2018
Child's Sex:	FEMALE
Plurality:	SINGLE
Birth Order:	SINGLE
(Place of Birth) Name:	PARKLAND HOSPITAL
(Place of Birth) State:	TEXAS
(Place of Birth) County:	DALLAS
State File Number:	0000912018
State File Date:	04/19/2018
Local File Number:	00000088
Local File Date:	04/19/2018
AOP Number:	0000176

FATHER'S INFORMATION

(Father) First Name:	PETE
(Father) Last Name:	PENA

MOTHER'S INFORMATION

(Current) First Name:	ASHLEY
(Current) Middle Name:	MINDY
(Current) Last Name:	SMITH
Mother's Maiden First Name:	
Mother's Maiden Middle Name:	
Mother's Maiden Last Name:	
Mother Married:	MARRIED

CERTIFIER/ATTENDANT INFORMATION

Certifier First Name:	ABBY
Certifier Middle Name:	
Certifier Last Name:	PARK-CERTIFIER

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CONNECTION: WAITING

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3. Print the AOP (From Where = "B")

GLOBAL BIRTH | **TEXAS** Health and Human Services | Texas Department of State Health Services | **FUNCTIONS** | **RECORD** | **TOOLS** | **HELP** | **LogOut**

VIEW AOP | Unresolved Work Queue: PENA, TRINA (C), 2018/04/19 | 1

NEWBORN INFORMATION		MOTHER'S INFORMATION	
Record Type:	BORN AT THIS FACILITY	(Current) First Name-Mother:	ASHLEY
(Child) First Name:	TRINA	(Current) Middle Name-Mother:	LENORE
(Child) Middle Name:	MARIE	(Current) Last Name-Mother:	PRANA
(Child) Last Name:	PENA	Mother's Maiden First Name:	ASHLEY
(Child) Suffix:		Mother's Maiden Middle Name:	MINDY

View AOP Forms

	Childs First Name	Childs Middle Name	Childs Last Name	Childs Date Of Birth	Mothers First Name	Mothers Middle Name	Mothers Last Name
View AOP Form	TRINA	MARIE	PENA	04/20/2018	ASHLEY		PRANA

Step 10: Click "View AOP form" to view the AOP form. The AOP will appear as a PDF that can be printed, saved, or zoomed.

Scroll to see more information about AOP.

Download Print Plugin
GEN PRINT PLUGIN: 0.0.0

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



Columns can be adjusted so that more information is hidden/visible. See page 43.

3. Print the AOP (From Where = "B")

Some AOPs have multiple AOPs.

View AOP Forms

Childs First Name	Childs Middle Name	Childs Last Name	Childs Date Of Birth	Mothers First Name	Mothers Middle Name	Mothers Last Name
TAXI		TAXI	03/04/2018	CAB		CAB
TAXI		TAXI	03/04/2018	CAB		CABO

View AOP Forms

Mothers Maiden Last Name	Fathers First Name	Fathers Middle Name	Fathers Last Name	Fathers Date Of Birth	Legacy Entity Codes	Signatures	From Where
/01/2000	LYFT		LYFT	02/02/2000	P123	MOTHER AOP, FA A	
/01/2000	LYFT		LYFT	02/02/2000	P123		B

Scroll to the right to view "From Where." The "B" AOP is the official AOP that should be used.

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GEN PRINT PLUGIN: 0.0.0

Current Date: 19-Apr-2018 | Build Number: 1.0.0.0

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The "B" AOP is the official AOP that should be used. It contains the final AOP information that was released to the Texas Vital Statistics Section.

3. Print the AOP (From Where = "B")

GLOBAL BIRTH

TEXAS
Health and Human
Services

Record Type:
(Child) First Name:
(Child) Middle Name:
(Child) Last Name:
(Child) Suffix:
Child's Date of Birth:
Child's Sex:
Plurality:
Birth Order:
(Place of Birth) Name:
(Place of Birth) State:
(Place of Birth) County:
State File Number:
State File Date:
Local File Number:
Local File Date:
AOP Number:
(Father) First Name:
(Father) Last Name:

[Download Print Plugin](#)
GEN PRINT PLUGIN: 0.0.0

Current Date: 19-Apr-2018 | Build

**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

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 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.	<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.	<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.

<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Full Signature of Biological Father	date	Full Signature of Mother
	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.

<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Full Signature of Presumed Father	date	Full Signature of Mother
	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	

TOOLS ▾ HELP ▾

Records
Delete AOPs Not Attached to Births
4/04/19 1

Child's INFORMATION

ASHLEY
LENORE
PRANA
ASHLEY
MINDY
SMITH

TENDANT INFORMATION

ABBY
PARK-CERTIFIER

08:00 17 | Genesis Systems, Inc. GENESIS

AOP appears as a PDF in a popup window.

Step 17: Print or save

Helpful
Tips

27

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
is the biological father of	TRINA	MARIE
Child's first	middle	last name
born on	04 21 2018	DALLAS
m m d d y y y y	city	state
to	ASHLEY	PRANA
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
- There is no court order naming another man as the biological
- A genetic test has not determined that another man is the biological

Fill one circle by the correct statement from EACH of

☒ 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 been performed and the results confirm 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.

Full Signature of Biological Father	date	Full Signature of Mother	date
<i>Ashley Prana</i>	4/19/2018	<i>Ashley Prana</i>	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.			
<i>Timothy Smith</i>	4/19/2018	<i>Ashley Smith</i>	
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: 080

CTIONS RECORD TOOLS HELP

New
Search
Save
Cancel
Abandon
View Signatures
Acknowledgment of Paternity (AOP)
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."

SSN: _____

Married Within 300 Days?
YES

Date Acknowledgment of Paternity Signed:
4/19/2018

Mother's Relinquish Date:
_____/_____/_____



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: Login to TxEVER

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, there are logos for the Texas Department of State Health Services and the Texas Health and Human Services. Below the logos is a blue banner with the text "Welcome to the Texas Department of State Health Services!". The main image is a close-up of a smiling woman holding a baby. A red-bordered callout box with a pointer to a button says "Step 1: Click here to open the TxEVER login page." The button is yellow and says "LOG IN to TxEVER". Below the image, there is a blue box with text about TxEVER and contact information for the Texas Department of State Health Services (DSHS). At the bottom, there is a yellow button that says "Log on to Texas Department of State Health Services". A red-bordered callout box with a pointer to a link says "Click here for the initial enrollment in TER." The link is "User Enrollment Report TxEVER Issue(s)". Another red-bordered callout box with a pointer to a link says "Click here to report issues with TxEVER". The link is "Report TxEVER Issue(s)".

TEXAS
Health and Human Services

Texas Department of State Health Services

Welcome to the Texas Department of State Health Services!

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
Description		
Vital Events Registration System	XXX-XXX-XXXX	8:00 AM - 4:30 PM M-F
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

Mailing Address:
Texas Department of State Health Services
State Office of Vital Records
Address: 1100 West 49th Street,
Austin, TX 78756
Ph. (512) 776-7111

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?

Yes

No

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



TEXAS
Health and Human
Services

Texas Department of State
Health Services



Login

User Name:

Password:

[Forgot Password?](#)

[Log In](#)

Step 3: Type your
TxEVER user name and
password.

Forgot your password?
Click here to reset password.

Step 4: Type your
TxEVER user name and
password.

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

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Helpful
Tips



Location

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

Message By: VFARINELLI On 3/13/2018 10:53:11 AM

This message should be seen by ALL users

Select Location:

BEAUTIFUL BEGINNINGS - (BIRTH)

OK

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

Step 6: Click "OK."