



Illinois Putative Father Registry

A Program of Illinois Department of Child and Family Services



3 N. Old State Capitol Plaza • Springfield, Illinois 62701 • Tel: 866.PFR.DCFS (866.737.3237) • Fax: 312.808.9052

HOW TO REGISTER ON THE PUTATIVE FATHER REGISTRY ONLINE SYSTEM

• FATHER REGISTRATION WITH THE PUTATIVE FATHER REGISTRY

If you are a father, or potential father, who wants to register with the Putative Father Registry, you have the option of registering either by mail, online or in person. It is necessary to provide all the information to the best of your knowledge. By doing so it enables the search operator to effectively correlate the father to the child's or mother's information provided by the person requesting the search. If a father wants to be found he must provide the best information that is as accurate as possible.

• USING THE ONLINE SYSTEM

1. Go to www.putativefather.org
2. Click on the REGISTER link
3. Click on the continue now link
4. Complete the form with the best possible information
5. Review the guide lines for filing with the registry
6. Check "I certify the above is true"
7. Sign the form by typing your name into the signature box
8. Click "Submit My Registration"
9. Review the screen to verify all of the information. If anything is incorrect click "Make Changes" to go back.
10. When this is complete, review the information on the confirmation page
11. If all information is correct, click "Confirm My Registration"

Print the Registration and the Certification of Registration and keep for your records.

By using the online registration system, the registration will be entered instantly when confirmed and the documents will be provided immediately.

- **MAILING A REGISTRATION FORM**

1. Obtain a registration form by calling the PFR office and having the form faxed or mailed.
2. Complete the Putative Father registration form, SIGN it and mail it to the Putative Father Registry.
3. When the SIGNED registration form is received, the Search Operator will enter the information, submit the registration and mail to the father, or potential father, a Certification of Registration documenting that he has successfully registered with the Putative Father Registry. However, if the registration form is mailed it may take several days to arrive. The search operator then has to enter and submit the information, all of which may take up to two weeks. This document will include the time and date of the completed registration.

Walk In

A father or potential father can go to the office of the Putative Father Registry at 3 N. Old State Capitol Plaza, Springfield, Illinois, and personally fill out the form, sign it and the search operator will input it immediately. He will then be provided a signed and stamped Certification of Putative Father Registration.

- **REGISTRATION FOR SEARCH ACCESS TO THE PUTATIVE FATHER REGISTRY**

To become a user on the Putative Father Registry system and submit search requests online, it is necessary to first register for search access and receive approval.

1. Go to <http://www.putativefather.org>
2. Click on the SEARCH link
3. Click on the Apply for Search Access link
4. Complete the required fields
5. Provide as much information as possible in all the requested fields
6. Click on the box to certify that all the information provided is true and correct
7. Click the *Submit My Application* button
8. You will be sent a confirmation email to the email address you entered. You must click on the link in this confirmation email to confirm your application for search access. Please add online@putativefather.org to your safe senders or white list. If you are not familiar with these terms, please consult your email administrator.

9. Once the email is confirmed, the information provided will be sent to the Search Operator who will determine if it meets the criteria for access to Putative Father Registry to request searches.
10. Once accepted, you will be notified by email. Your email address will become your username once you have been accepted.
11. Each user requesting searches will be provided an individual filing system for submitting search requests and reviewing search results.