



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

IV-D MEMORANDUM 2026-004

TO: All Friend of the Court (FOC) Staff
All Prosecuting Attorney (PA) Staff
All Office of Child Support (OCS) Staff

FROM: Monica S. Bowman, Interim Director
Office of Child Support

DATE: January 22, 2026

SUBJECT: Implementation of the Vital Events Registration Application (VERA)
for IV-D Access to Paternity and Birth Records

UPDATE(S):

Manual

Form(s)

ACTION DUE: None

POLICY EFFECTIVE DATE: February 9, 2026

PURPOSE:

This IV-D Memorandum announces the upcoming transition from the Central Paternity Registry and Birth Registry System (CPR/BRS) to the Vital Events Registration Application (VERA). IV-D staff who have been using the CPR/BRS combined search tool to access paternity and birth records will begin using VERA on February 9, 2026.

This IV-D Memorandum also discusses revisions to Section 4.05, "Paternity Establishment," of the *Michigan IV-D Child Support Manual*. OCS has updated policy and procedures in addition to changing "CPR/BRS" to "VERA" in the manual section. OCS has also updated the Section 4.05 exhibits:

- 4.05E1, Central Paternity Registry (CPR) Record Types; and
- 4.05E2, Central Paternity Registry (CPR) and Birth Registry System (BRS) Printed Document Types.

The revisions to the exhibits include new titles: 4.05E1, Paternity Index Record Types in the Vital Events Registration Application (VERA); and 4.05E2, Vital Events Registration Application (VERA) Printed Document Types.¹

¹ OCS will revise references to CPR/BRS in other sections and exhibits of the *Michigan IV-D Child Support Manual* in future policy publications.

Additionally, this IV-D Memorandum announces revisions to the following security-related forms:

- *IV-D Program Request to Delete Computer Access* (DHS-392);
- *IV-D Program Request for Computer Access* (DHS-393);
- *IV-D Program Request for Changing Computer Access* (DHS-395); and
- *IV-D Confidentiality Agreement* (MDHHS-6095).

OCS announced important changes to the *Affidavit of Parentage* (AOP) in [IV-D Memorandum 2025-005, *The Michigan Family Protection Act and Revisions to the Affidavit of Parentage \(DCH-0682\)*](#). The policy changes and concepts in that memorandum have not yet been fully incorporated into Section 4.05. IV-D staff will continue to refer to both IV-D Memorandum 2025-005 and Section 4.05 for complete instructions on the AOP. OCS will fully revise Section 4.05 in a future publication.

Significant changes to Section 4.05 and Exhibits 4.05E1 and 4.05E2 since their last publication are indicated by a change bar in the right margin. Content that has been reorganized or removed is not identified with a change bar. Content with changes in the system name from CPR/BRS to VERA is not identified with a change bar unless it has significant changes.

DISCUSSION:

The MDHHS² Division for Vital Records and Health Statistics (DVRHS or Vital Records) has been maintaining the CPR/BRS combined search tool customized for IV-D staff seeking paternity establishment and birth record information from the Vital Records CPR and BRS databases. However, the CPR/BRS is an older system that is becoming harder to support. As a result, MDHHS is decommissioning the CPR/BRS and replacing it with VERA. VERA is a system used for birth, paternity, death, marriage, and divorce record keeping and reporting, and for compiling vital statistics. In addition to the IV-D program, agencies and individuals such as Vital Records, local registrars, hospitals, and licensed midwives will use VERA.

Note: There will not be a separate search tool customized for IV-D staff. Vital Records will maintain VERA, and aspects of the system (such as naming conventions) will be subject to change. Going forward, OCS has requested advance warning of any substantive changes to the system.

IV-D staff will use VERA to print the same paternity- and birth-related forms they currently print in CPR/BRS.

VERA will offer several advantages to the IV-D program and to parents:

² MDHHS is the Michigan Department of Health and Human Services.

- New paternity and birth records should appear more quickly in VERA. Most notably, VERA will allow parents to electronically sign AOPs at hospitals and birthing centers. Hospital and birthing center staff will register those AOPs directly in VERA, which will automatically perform quality assurance checks. The overall processing time of the electronically signed AOPs will be days instead of weeks;
- VERA will provide all IV-D users with wider and more flexible search capability than CPR/BRS; and
- In the future, OCS expects to expand IV-D staff's VERA access to allow searches of marriage, divorce and death records.

Additionally, Vital Records will implement electronic signature functionality in VERA for use by hospital and birth center staff.

A. Migration of Existing CPR/BRS Users to VERA and Access for New VERA Users

1. Migration of Existing CPR/BRS Users to VERA

OCS and Vital Records will create VERA accounts for all IV-D staff who have had an active CPR/BRS account as of October 1, 2025. Those users will not need to take any action to request or gain access to VERA. On February 9, 2025, they will see a link to the VERA application in MiLogin and may begin using VERA to search for paternity and birth records.

All active CPR/BRS users who are migrated to VERA will receive a VERA user role similar to their current CPR/BRS role.³

2. Access to VERA for New Users

IV-D staff who did not have an active CPR/BRS account as of October 1, 2025 will need to request access to VERA using the revised DHS-393 published with this memorandum. Access to VERA will be available beginning February 9, 2026. OCS has updated Section 4.05, Subsection 6.3, "IV-D Staff Access to VERA," with detailed information on how IV-D staff will request access to VERA.

Note: CPR/BRS no longer appears as an option on the revised DHS-393. If IV-D staff require immediate access to CPR/BRS, they will contact the Child Support Help Desk at MDHHS-ChildSupportHelpDesk@michigan.gov

The process for requesting access to VERA will be simpler than the current process for requesting access to CPR/BRS. New users will not need to take a web-based training specific to VERA, nor will they provide a certificate of completion along with their DHS-393 to the Child Support Help Desk.

³ For more information on VERA user roles, reference Section D of this IV-D Memorandum.

B. Continued Access to CPR/BRS

IV-D staff will begin using VERA on February 9, 2026. However, IV-D staff will be able to access CPR/BRS temporarily after that date. Once OCS confirms VERA implementation has been successful, OCS and Vital Records will end IV-D staff access to the CPR/BRS combined search tool and begin decommissioning the CPR/BRS. OCS will notify IV-D staff by email prior to ending CPR/BRS access.

C. Overview of VERA Functionality

In addition to an enhanced search of paternity and birth records, VERA will provide the following functionality:

1. Printable Forms in VERA

The VERA Paternity Index and Birth Search will allow IV-D staff to print documents related to paternity and birth records, such as:

- *Order of Filiation* abstracts;
- AOP and other paternity acknowledgment abstracts;
- Certified copies of the AOP; and
- Birth record abstracts or administrative-use birth record copies.

OCS and Vital Records staff have ensured all printable forms currently available to IV-D staff in CPR/BRS will be available in VERA. However, the abstract of the revoked paternity record will not be available in VERA. The status of the record in VERA will appear in red when paternity is revoked. IV-D staff must obtain a copy of the revoked paternity order from the order-issuing county. IV-D staff may notice some differences in the names of the printable forms in VERA; however, all printable forms will otherwise be identical to their CPR/BRS counterparts.

OCS has updated Section 4.05 with information about printable forms in VERA. OCS has also updated Exhibit 4.05E2 with revised names and descriptions for some of the printable forms.

2. Paternity Index Record Types in VERA

Vital Records assigns record types to paternity records to show their status (e.g., filed, revoked, voided or pending). The record types in VERA will be identical to the record types assigned to records that IV-D staff access through CPR/BRS.

OCS has updated Section 4.05 with information about the record types assigned to paternity records. OCS has also updated Exhibit 4.05E1 with revised descriptions for some record types.

3. Electronic Signatures in VERA

On February 9, 2026, Vital Records will implement electronic signature functionality in VERA for use by hospital and birth center staff. The functionality will allow:

- Parents to sign an AOP electronically after the child's birth;
- Hospital and birth center staff to witness parents' signatures electronically; and
- Hospital and birth center staff to file the AOP electronically.

Vital Records expects the functionality will allow parents to establish parentage faster⁴ and make AOP records available to IV-D staff sooner. Vital Records will encourage, but not require, parents to complete AOPs electronically. Paper copies of the AOP will remain available for parents who prefer not to electronically sign or are not yet ready to sign.⁵

D. VERA User Roles, Job Functions, and Privileges for IV-D Staff

Each VERA user will have one of three roles, assigned based on their IV-D job duties. The VERA user roles for IV-D staff will be very similar to current CPR/BRS user roles. OCS support specialists, OCS Central Operations staff, PA staff, and FOC staff who need or have access will be assigned the IV-D Staff user role, which will allow them to use the Paternity Index and Birth Search and print forms related to paternity and birth records. Specialized roles such as the OCS Administrator and OCS Planning, Evaluation and Analysis (OCS PE&A) will be assigned to OCS staff.

OCS has updated Section 4.05 with information on the VERA user roles and the functions for each role.

E. VERA Confidentiality and User Monitoring Requirements

1. Vital Records Confidentiality Requirements

Despite the transition from CPR/BRS to VERA, the confidentiality and security requirements regarding vital records such as paternity and birth records remain largely unchanged. Paternity and birth records and their associated information **are not public records or public information**, and IV-D staff may use them only for IV-D child support activities.

Vital Records has asked OCS to clarify that IV-D staff must **not** provide information, copies, or documentation obtained through VERA to an individual for

⁴ AOPs completed on or after April 2, 2025, must be **filed** with Vital Records to establish parentage. For more information, reference IV-D Memorandum 2025-005.

⁵ OCS will provide more information about the AOP electronic signature process in an upcoming IV-D Memorandum.

personal use or to a court for any purpose other than is necessary to perform IV-D child support activities. Therefore, OCS has added this statement to the MDHHS-6095 and Section 4.05.

2. VERA User Monitoring Requirements

Currently, Vital Records requires OCS and local offices to report their CPR/BRS user statuses to OCS twice a year. OCS uses the *User Status Report* to review statuses of OCS CPR/BRS users, and local offices use the *User Verification Report* available in EGrAMS.⁶ These processes will be replaced by an annual certification process that Child Support Help Desk staff will complete in the MDHHS Database Security Application (DSA).

OCS has updated Section 4.05 to:

- Remove references to the *User Status Report*, the *User Verification Report*, and their associated processes; and
- Discuss the annual certification process and the Child Support Help Desk's use of the DSA.

F. VERA Training Resources and Technical Support for IV-D Staff

OCS will help IV-D staff transition from CPR/BRS to VERA in the following ways:

1. Webinar

OCS Training and Application Support Services will host a webinar on the following dates/times:

- February 6, 10 a.m. – 11:30 a.m.; and
- February 9, 1:30 p.m. – 3 p.m.

The webinar will provide an overview of VERA functionality and an opportunity for IV-D staff to ask questions about the upcoming transition to VERA. OCS encourages current CPR/BRS users to register for the webinar so they will be prepared for the transition to VERA.⁷

OCS will record the webinar and upload it to the Learning Management System (LMS) for IV-D staff who are unable to attend.

⁶ EGrAMS is the Electronic Grants Administration & Management System. It is OCS's web-based contract and billing system used by FOC and PA staff.

⁷ For more information, reference the email notification [Webinar February 6 and February 9 - Vital Events Registration Application \(VERA\) Implementation](#).

2. Job Aids

For IV-D staff who do not already have a MiLogin account, OCS Training and Application Support Services has created the *Requesting and Accessing the VERA Search Tool* job aid to provide steps for creating a MiLogin account.⁸ As with CPR/BRS, a MiLogin account will be needed to gain VERA access.

The Department of Technology, Management & Budget (DTMB) has developed job aids that explain VERA's Paternity Index, Birth Search, and print functions. The job aids are available on [mi-support](#).

3. Technical Support

IV-D staff who need technical assistance with VERA and MiLogin will submit a ticket to the Child Support Help Desk. Help Desk staff will resolve any issues they can and escalate issues they cannot resolve to DTMB and/or Vital Records.

G. VERA Reports

Reports currently available in CPR/BRS are not yet available in VERA. OCS will announce in an email notification when they are available. With this IV-D Memorandum, OCS and Vital Records are obsoleting the *OCSE-157 Line 10 Report* since the data it contains is included in the *OCSE-157 Line 9 Report*.

Otherwise, the reports in VERA will be similar to the current CPR/BRS reports, and OCS PE&A and other OCS staff will use the reports for the same purposes. Only VERA users with the OCS PE&A or OCS Administrator role will run reports in VERA.

H. Updates to Section 4.05

OCS has made the following additional updates to Section 4.05:

- Updated Subsection 3.2.3(A)(2) to reflect that hospital staff will file AOPs signed at the hospital directly with Vital Records, making paternity information more readily available to IV-D staff;
- Created the new Subsection 3.2.4 to clarify AOPs signed on or after April 2, 2025, must be filed with Vital Records to establish parentage and serve as the basis for court-ordered child support, custody, and parenting time;
- Revised Subsection 4.1.1(B) to clarify the ex-husband is presumed to be the child's legal father if the child was conceived or born during the marriage and a court has not found the child to be born out of wedlock;

⁸ This job aid replaces the *Accessing the CPR/BRS Combined Search Tool* job aid. It is available on [mi-support](#): Program Library > Index > Paternity Establishment > Training Library.

- Revised Subsection 4.2.2 to clarify the PA may proceed with a DS CAR with an AOP in “pending” status if the PA confirms the AOP was properly completed and filed with Vital Records;⁹
- Changed references to the “CPR” and “BRS” in Subsection 6.1 to the “Paternity Index” and the “electronic birth registry”;
- Replaced a reference to “certified AOP abstracts” in Subsection 6.2 with “certified copies of AOPs”; and
- Updated Subsection 6.6.1(A) to retile the *User Audit Report* as *User MiCSES Activity Audit Report*.

I. Updates to Exhibits 4.05E1 and 4.05E2

1. Exhibit 4.05E1

OCS has made the following updates to Exhibit 4.05E1:

- Corrected references to the form number of the *Notice of Intent to Claim Paternity* (DCH-0738);
- Clarified that the paternity record types will appear on the *Paternity Index* screen in VERA;
- Clarified the circumstances in which Record types 4, 5, and 6 are created;
- Clarified that the average time from birth to registration with Vital Records is two months unless the AOP is submitted electronically at the hospital; and
- Removed a reference to the abstract of a revoked paternity record.

2. Exhibit 4.05E2

OCS has made the following updates to Exhibit 4.05E2:

- Included a brief description of how IV-D staff may use the printed documents;
- Clarified restrictions on the release of information, copies, or documentation IV-D staff obtain through VERA;
- Renamed the “administrative-use copy of a live birth record” as “birth administrative copy IV-D”;

⁹ As of April 2, 2025, an AOP must be filed with Vital Records to be fully effective. Ref: IV-D Memorandum 2025-005 for more information.

- Renamed the “CPR certified abstract” as “certified copy - AOP”;
- Expanded the discussion of all abstracts and the sources of information they contain;
- Emphasized that the birth administrative copy IV-D and the certified copy - AOP resemble original birth and AOP records;
- Emphasized that the certified copy - AOP includes a statement from the MDHHS State Registrar to certify it is a true and accurate copy of the original AOP filed with Vital Records;
- Updated the discussion of mail copies to indicate IV-D staff may request certified mail copies of an AOP or live birth certificate using the *DHS Request for a Michigan Birth Record* (DHS-261); and
- Clarified Vital Records cannot provide mail copies of:
 - AOPs completed and filed electronically; and
 - Birth records filed after May 2020.

J. Updates to User Security Access Forms

OCS has made the following updates to the user security access forms:

- Replaced references to CPR/BRS with VERA in the list of systems on the DHS-392, DHS-393, and DHS-395;
- Replaced references to CPR/BRS user roles with VERA user roles on the DHS-393 and DHS-395;
- Removed all content about the CPR/BRS web-based training on the DHS-393; and
- Added a field for the MiLogin username after “OSMIS” on the DHS-393 and DHS-395.

NECESSARY ACTION:

Review Section 4.05 and Exhibits 4.05E1 and 4.05E2 of the *Michigan IV-D Child Support Manual*. For those maintaining a hard copy of the manual, print the manual section and exhibits and add them to the manual. Discard the previously published versions of Section 4.05 (June 10, 2024), Exhibit 4.05E1 (Rev. 4/15) and Exhibit 4.05E2 (Rev. 4/15).

REVIEW PARTICIPANTS:

Vital Records
Establishment Work Improvement Team
Program Leadership Group

CONTACT PERSON:

Kerrie Ann Shannon
Policy Analyst
Office of Child Support
517-241-5083
Shannonk2@michigan.gov

CC:

Jeffrey Duncan, Vital Records

SUPPORTING REFERENCES:

Federal
42 United States Code (USC) 666(a)(5)(M)
45 Code of Federal Regulations (CFR) 303.5(g) and (h)

State
Michigan Compiled Law (MCL) 333.1106
MCL 752.794 – 752.797

ATTACHMENTS:

- Section 4.05: Paternity Establishment
- Exhibit 4.05E1: Paternity Index Record Types in the Vital Events Registration Application (VERA)
- Exhibit 4.05E2: Vital Events Registration Application (VERA) Printed Document Types
- DHS-392: *IV-D Program Request to Delete Computer Access*
- DHS-393: *IV-D Program Request for Computer Access*
- DHS-395: *IV-D Program Request for Changing Computer Access*
- MDHHS-6095: *IV-D Confidentiality Agreement*

MSB/KAS