SELF-SERVICE CENTER

VOLUNTARY PATERNITY – MOTHER MARRIED AND HUSBAND IS NOT THE FATHER

PROCEDURES

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WHEN YOU HAVE COMPLETED ALL FORMS:

- Make one copy of the ***"Voluntary Acknowledgment of Paternity with Affidavit,"*** any necessary attachments (such as a lab report)*** and** the ***"Order of Paternity"***.
- Separate your documents into two sets: one set of originals and one set of copies.
- The ORIGINAL set should include: (1) ***"Family Court/Sensitive Data Cover Sheet in Cases with Children***"; (1) "***Voluntary Acknowledgment***," (1) "***Order of Paternity***," *AND* the lab report (***if*** you checked "Genetic Testing" in **(8).**
- The COPY should include: (1)"***Voluntary Acknowledgment***" (1)"***Order of Paternity***," and (1) lab report**.***
  *if you checked the box for "Genetic Testing" in **(8)** on the "***Voluntary Acknowledgment"***.
- Take both sets of papers to the Office of the Clerk of the Superior Court at any of the four (4) Maricopa County courthouse locations:
  - Downtown Phoenix, 201 West Jefferson, Phoenix, Arizona
  - Northeast Phoenix, 18380 North 40th Street, Phoenix, Arizona
  - Southeast Court, 222 East Javelina Avenue, Mesa, Arizona
  - Northwest Court, 14264 West Tierra Buena Lane, Surprise, Arizona

FEES: A list of current fees is available from the Self Service Center and from the Clerk of Court's website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

Hand all three (3) sets of your court papers to the Clerk along with the filing fee.

The Clerk will sign and file the original Paternity Order and return a signed and stamped copy to you. The Clerk will also forward a copy of the Order to the Arizona Department of Vital Records where they will enter the new information on the birth records, and to the Attorney General's office as well. "Certified" copies of the Order are available for an additional fee.

NOTE: After a Paternity Order is issued, either parent may file a request for Parenting Time, Custody, or Support. *IF* that request is filed within 90 days after the Paternity Order is issued, and in the same county, there is no additional filing fee. (A.R.S. § 25-812(c))

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OBTAINING A COPY OF A NEW ARIZONA BIRTH CERTIFICATE:

Arizona birth certificates are maintained by the Office of Vital Records, Department of Health Services,
1818 W. Adams Street, Phoenix, AZ 85007 (P. O. Box 3887, Phoenix, AZ 85030).
For detailed information, see the Vital Records web site.

If you want a copy of the **NEW** Arizona birth certificate, allow three to six weeks for the change to be processed. Then, contact the Office of Vital Records (Telephone (602) 364-1300). They will prepare the new certificate upon all of the following:

- petition
- payment of a fee, and
- presentation of personal identification. (It is helpful to have a copy of the **Order of Paternity** with you.)

Records may also be ordered online.

For births since 1997, birth certificates may also be obtained from the Maricopa County Office of Vital Statistics at 1825 E Roosevelt Road, Phoenix. Call (602) 506-6805 for information.

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