SELF-SERVICE CENTER

INSTRUCTIONS: HOW TO FILL OUT THE FORMS TO REQUEST A DELAYED BIRTH CERTIFICATE

FOR ALL FORMS: TYPE OR WRITE CLEARLY. USE BLACK INK.

CIVIL COVER SHEET

- **CASE NUMBER:** Leave blank. The case number will be stamped on the papers at the time of filing.
- **PLAINTIFF'S NAME**: Write in the name of the person needing the delayed birth certificate.
- **ATTORNEY NAME AND BAR NUMBER:** Fill in only if an attorney represents the Petitioner.
- **AMOUNT IN CONTROVERSY:** Leave blank. Does not apply.
- **DEFENDANT'S NAME and EMERGENCY ORDER SOUGHT:** Leave blank. Does not apply.
- **REASON FEES NOT PAID**: Leave blank for Clerk to check if applicable.
- Leave rest of page 1 blank. *On page* **2**, check the box beside "**Establish Delayed Birth Certificate**". Note that you do not need to make extra copies of this form.

PETITION FOR ORDER TO ESTABLISH DELAYED BIRTH CERTIFICATE

1. **In the top left corner**, write in the information requested about the person FILING the form. If you are a parent or a legal guardian filing on behalf of the Petitioner, the person for whom the delayed birth certificate is needed, write in this information as it applies to you.

2. **In the Matter of . . .** Write in the name of the person for whom the delayed birth certificate is needed. Leave "**Case Number"** blank. This will be stamped on the papers at time of filing.

3. **Check the appropriate box** to indicate **if** you are a parent or legal guardian filing on behalf of the person needing the delayed birth certificate (If you are filing on your own behalf, **do not** check anything).

4. **Write in the information about the person for whom the delayed birth certificate is needed.**

5. **REQURED STATEMENTS TO THE COURT. EACH OF THESE STATEMENTS MUST BE TRUE. Arizona law** (A.R.S. § 36-333.03) **requires that each of these statements must be true for the Court to issue an Order to establish a delayed birth certificate.**

6. **Sign the Petition** in the presence of a Notary Public or a Deputy Clerk of Court at the filing counter. By signing the Petition, you are stating under penalty of perjury that the information you have provided is true.

COURT ORDERED DELAYED BIRTH REGISTRATION FORM

- **COMPLETE PAGE 1, PARTS 1, 2, AND 3.** Leave part 4 blank.
- **WRITE THE INFORMATION EXACTLY AS IT SHOULD APPEAR ON THE BIRTH CERTIFICATE.**
- ***EVERY LETTER ON THIS FORM MUST BE ABSOLUTELY CLEAR AND LEGIBLE :***
  NO CROSS-OUTS. NO WRITE-OVERS. NO ERASURES. NO CORRECTION FLUID ("White Out", etc.).
- **COMPLETE PAGE 2, SECTIONS A, B, AND C, by circling the appropriate listings to indicate the race, Hispanic origins, and/or Tribal Community of the person needing the delayed birth certificate.**

WHEN YOU HAVE COMPLETED THESE FORMS, GO TO THE "PROCEDURES" PAGE
(the last document in this packet) **AND FOLLOW THE STEPS LISTED.**

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do not copy or file this page