

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE FOR A COURT ORDER FOR CORRECTION OF A BIRTH CERTIFICATE FOR AN ADULT

STEP 1: Fill out the *“Petition for Court Order to Amend a Birth Certificate for an Adult”* and make **2** copies.

STEP 2: Fill out the top portion of page 1 of the *“Civil Cover Sheet”*. Write in your name as “Plaintiff”. On page 2, check box **195(b)** for *“Amendment of Birth Certificate.”*

STEP 3: **FILE THE PAPERS AT THE COURT:**

WHO: **Who can file the *“Petition to Amend Birth Certificate of an Adult”*?**
The adult who seeks the change, or his or her attorney or guardian.

GO TO: **GO TO THE CLERK OF COURT TO FILE YOUR PAPERS:** The Court is open from 8am-5pm, Monday-Friday. **You should go to the Court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Facility
222 East Javelina Drive, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374

The Clerk of the Superior Court
Northeast Regional Court Center
18380 North 40th Street
Phoenix, AZ 85032

FEES: There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, AMEX/VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the “Clerk of Superior Court” are acceptable forms of payment.

Go online to <http://clerkofcourt.maricopa.gov/fees.asp> or the Self-Service Center for a list of current fees.

If you cannot afford the filing fee you may apply for a *deferral* (delayed payment or 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.

PAPERS: Give **1** Civil Cover Sheet and **1** original plus **2** copies of the *Petition* to the Clerk along with the filing fee. Cash, AMEX/VISA/MasterCard debit or credit cards, money order, or personal in-state check **made payable to the “Clerk of Superior Court”** are acceptable.* **Make sure the filing clerk stamps both of your copies and returns them to you.**

STEP 4: **SCHEDULE YOUR HEARING WITH COURT ADMINISTRATION:**

At least **four** business days after you filed your *Petition*, contact Court Administration to obtain the Commissioner’s Name and the date, time and place of your hearing by calling the telephone number listed below *between the hours of 9am-12 noon or 1-4pm, Monday through Friday:*

If you filed the Petition at:

201 W Jefferson, Phoenix **call 602-506-3397**

222 E Javelina Drive, Mesa, **call 602-506-2023**

14264 W Tierra Buena Lane, Surprise, **call 602-372-9402**

18380 N 40th Street (40th St. & Union Hills), Phoenix, **call 602-506-3397**

You must then complete the **“Notice of Hearing Regarding Petition for Court Order to Correct Birth Certificate”** form with the information received from Court Administration. The completed **“Notice of Hearing”** form *must then be filed with the Clerk of the Court* at one of the locations listed in Step 3.

STEP 5: ATTEND THE HEARING

Any adult requesting a change to his or her own birth certificate **MUST** be present at the hearing.

BRING THESE DOCUMENTS TO YOUR HEARING:

- **2** copies of **“Order Amending Birth Certificate for an Adult”** for the Judge to sign. One copy will go in the Court file and the other will be prepared for certification and returned to you.
- There is a court fee for each certified copy.*
- Photo identification.
- **Copy of your Arizona Birth Certificate**
- A Clerk stamped copy of all filed documents
- Prior Name Change orders (If applicable)
- Copy of Orders of Protection and/or Injunctions Against Harassment still in effect (If applicable)

All adults seeking a change to their birth records should bring with them their passport, driver's license, or other government-issued photo identification.

- ◆ **Adults *seeking* to change their birth records **MUST** bring a copy of their government-issued birth certificate.**
- ◆ **The Court will not change a birth certificate without first seeing a copy.**
- ◆ **Hospital-issued birth certificates are largely ceremonial and generally will not satisfy Court requirements; the Court is looking for government-issued birth certificates.**

Always make sure that you make a copy of any documents you submit to the Court, and keep those copies for your records.

NOTE: If the Court has ordered that the name on your Arizona birth records be changed, you will need to provide them with a **Certified Copy** of the Order. You may purchase a new birth certificate at the Office of Vital Records for a fee. *

* **To get a certified copy of your court order** you will need to present your Judge-signed copy along with payment in cash, personal in-state check or money order (payable to “Clerk of Superior Court”), or VISA/Mastercard (for each certified copy) to the Filing Counter within 48 hours. If you need additional copies after that time, you will need to go to the Court’s Customer Service Center at 601 W. Jackson Street in Phoenix.

Vital Records offices at 1818 W. Adams, Phoenix, AZ 85007, are open between 8:00 a.m. and 4 p.m., Monday through Friday. **Free covered parking** is available one block east on 18th Avenue, between Van Buren and Adams Streets. You may also telephone Vital Records at 602-364-1300 (you may experience lengthy hold times).