

SELF-SERVICE CENTER

INSTRUCTIONS FOR COMPLETING AN ORDER OF PATERNITY

TO COMPLETE THIS ORDER YOU WILL NEED:

- A copy of your "*Voluntary Petition for Order of Paternity*".

FOLLOW THESE INSTRUCTIONS NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. TYPE OR PRINT NEATLY USING BLACK INK.

- (1) Write in the name of the person filing the form.
Write in the name of the other parent on the line below.
- (2) Leave this line blank. The Clerk's Office will supply the case number.
- (3) Fill in the ATLAS number IF one has been assigned; if none, leave blank.
- (4) For each minor child, fill in the name, date of birth, place of birth, as listed in Item 5 of the Request.
- (5) Fill in the name, social security number and other requested information for the natural mother as listed in Item 8 of the "*Voluntary Petition for Order of Paternity*".
- (6) Fill in the name, date of birth, and place of birth of the natural father.
- (7) If you want to change the legal name(s) of the minor child(ren) who are involved in this case because of this paternity order, enter the new last name you want to appear on the amended birth certificate(s).

Leave the rest of the form blank. The Clerk will sign and date the Order and return a copy to you. You may obtain a *certified copy* of the Order for a fee.

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 at <http://www.hs.state.az.us/vitalrcd/>

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:

- request
- 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 at www.vitalchek.com

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.

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))