

**INSTRUCTIONS: HOW TO FILL OUT ALL FORMS
TO REQUEST A COURT ORDER TO CORRECT (AMEND) A
BIRTH CERTIFICATE OF AN ADULT**

WARNING! These are NOT the proper papers to request a legal name change. This Petition and accompanying papers are ONLY to request correction of errors that appear on your Arizona birth record and birth certificate.

IF YOUR ADDRESS OR OTHER CONTACT INFORMATION IS PROTECTED BY A COURT ORDER:

1. **INFORM** the Clerk at the filing counter that you have a protected address when you file your papers.
2. Write any protected information on a Sensitive Data Sheet supplied by the Clerk.
3. Write "Protected" in the blanks where the protected information is requested.
4. Do **NOT** write your address or other protected information on any other form in this packet!

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

FORM: CIVIL COVER SHEET

1. **CASE NUMBER:** Leave blank. The case number will be stamped on the papers at the time of filing.
2. **ATTORNEY NAME AND BAR NUMBER:** Fill in only if an attorney represents the Petitioner.
3. **PLAINTIFF'S NAME:** Write in the name of the person needing the corrected (amended) birth certificate.
4. **DEFENDANT'S NAME:** Leave blank. Does not apply.
5. *On page 2*, check the box beside "195(b), "Amendment of Birth Certificate".
6. **RULE 26.2 DISCOVERY TIER, EMERGENCY ORDER SOUGHT, AND COMMERCIAL COURT.** Leave blank. Does not apply.

*****Note that you do not need to make extra copies of this form*****

FORM: PETITION FOR ORDER TO AMEND BIRTH CERTIFICATE OF AN ADULT

- **In the top left corner**, write in the information requested about the Person Filing the form. If you are a legal guardian filing the Petition on behalf of the person for whom the amended birth certificate is needed, write in this information as it applies to *you*.
- **In the Matter of . . .** Write in the name of the person who needs his or her birth certificate corrected. Leave "**Case Number**" blank. The Clerk of Superior Court will assign the case number at the time of filing.

1. INFORMATION ABOUT THE ADULT: Write in the information requested about the person who needs the amended birth certificate, including his or her:

- Name as it appears on the current birth certificate,
- Name as currently used or as it appears on other document(s) or records such as Social Security, driver's license, etc.),
- Address.
- **MARK the box** to indicate you attached the current Arizona birth certificate that needs to be changed to the Petition.

2. INFORMATION about the BIRTH RECORD (CERTIFICATE):

- A.** Place a check mark in the box IF the birth certificate has incorrect information about the Adult whose birth record needs to be changed.
- Then write what **WRONG WORDS** appear on the birth certificate.
 - Below, write the correct information in the boxes, as the words should appear on the birth certificate.
- B.** Place a check mark in the box IF the birth certificate has incorrect information about The Father/Parent.
- Then write what **WRONG WORDS** appear on the birth certificate.
 - Below, write the correct information in the boxes, as the words should appear on the birth certificate.
- C.** Place a check mark in the box IF the birth certificate has incorrect information about the Mother/Parent.
- Then write what **WRONG WORDS** appear on the birth certificate.
 - Below, write the correct information in the boxes, as the words should appear on the birth certificate.

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

FORM: ORDER AMENDING BIRTH CERTIFICATE of an ADULT

1. Fill in the case number.
2. Write in the name of the Adult Petitioner as it appears on the Petition.
3. Under "THE COURT FINDS", #4: Write in the NAME of the Petitioner as it appears on the current birth certificate. Write in the Date of Birth of the Petitioner. Write in Petitioner's Place of Birth.
4. Under "THE COURT ORDERS" section:

If there is an error in the NAME of the Adult as listed on the current birth certificate, check box #1 and write in the CORRECT NAME as it SHOULD appear on the birth certificate.

If there are errors or omissions on the current birth certificate OTHER THAN the Adult's name, mark this box and write in:
On the first few lines, the WRONG words; then
On the next set of lines, WRITE THE CORRECT INFORMATION EXACTLY AS IT SHOULD APPEAR ON THE BIRTH CERTIFICATE.

NOTE: EVERY LETTER ON THIS FORM MUST BE ABSOLUTELY CLEAR AND LEGIBLE : NO CROSS-OUTS. NO WRITE-OVERS. NO ERASURES. NO CORRECTION FLUID (No "White Out", etc.).Read part 3 (on the Order).Read part 4 (on the Order).
5. Under "OTHER ORDERS": Leave blank for the Court to fill out.

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

Do not copy
or file this page