

## Instructions: How to complete all forms to request a court order to amend (correct) 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 amendment 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 of Superior Court.
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!

Form: Civil Cover Sheet (Note that you do not need to make extra copies of this form.)

- Type or write clearly. Use black ink.
- Case number: Leave blank. The case number will be stamped on the papers at the time of filing.
- Attorney name and bar number: Fill in only if an attorney represents the Petitioner.
- Plaintiff's name: Write in the name of the person needing the amended birth certificate.
- Defendant's name: Leave blank. Does not apply.
- On page 2, check the box beside #195(b), "Amendment of Birth Certificate."
- Rule 26.2 Discovery Tier, Emergency Order Sought, and Commercial Court. Leave blank. Does not apply.

Form: Petition for Court Order to Amend (Correct) Birth Certificate of an Adult

- Type or write clearly. Use black ink.
  - 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 their birth certificate amended. 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 their:
    - 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.), and

- Address.
- Mark the box to indicate you attached the current Arizona birth certificate that needs to be changed to the Petition.

2. Information on 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 incorrect 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 incorrect 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 incorrect 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 Superior 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

- Order must be typed.
- Complete the name(s) of the party and Petitioner and your case number on the upper right side of the pages.
- Type the name of the Adult Petitioner as it appears on the Petition.
- Under “The Court Finds” #4: Type the name of the Petitioner as it appears on the current birth certificate, Petitioner’s date of birth, and Petitioner’s place of birth.
- Under “The Court Orders:”
  - If there is an error in the name of the Adult as listed on the current birth certificate, check box #1 and type 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 type:
    - On the first few lines, the incorrect words; then
    - On the next set of lines, type 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.).

- Under “Other orders:” Leave blank for the Court to fill out.
- Do not sign the Order. The signature line is for the Judicial Officer to sign when the Order is complete.

When you have completed these forms, go to the “Procedures” page and follow the steps listed.