

Law Library Resource 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 8:00 a.m.- 5:00 p.m., 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 Avenue, 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 40<sup>th</sup> Street  
Phoenix, AZ 85032

**FEES:** A list of current fees is available from the Law Library Resource Center and from the Clerk of Court’s website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Law Library Resource Center.

**PAPERS:** Hand all three (3) sets of your court papers to the Clerk along with the filing fee.

**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 9 a.m.-12 noon or 1- 4 p.m., Monday through Friday:*

**If you** filed the Petition at:

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

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

14264 W Tierra Buena Lane, Surprise, **call 602-506-3397\***

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

**\*Applications may be filed at Northwest Court Facility, but the hearings will be held at one of the other locations.**

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 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.

The State Vital Records Office at 1818 W. Adams, Phoenix, AZ. 85007, is only available for mail-in service. Vital Records general telephone number is 602-364-1300. Please call for another walk-in location. A fee is required for a change to any birth certificate.