

SELF-SERVICE CENTER

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

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

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!

CIVIL COVER SHEET

- **CASE NUMBER:** Leave blank. The case number will be stamped on the papers at the time of filing.
- **PLAINTIFF'S NAME:** Write in the name of the person needing the corrected (amended) birth certificate.
- **ATTORNEY NAME AND BAR NUMBER:** Fill in only if an attorney represents the Petitioner.
- **AMOUNT IN CONTROVERSY:** Leave blank. Does not apply.
- **DEFENDANT'S NAME and EMERGENCY ORDER SOUGHT:** Leave blank. Does not apply.
- **REASON FEES NOT PAID:** Leave blank for Clerk to check if applicable.
- Leave rest of page 1 blank. *On page 2*, check the box beside "**195(b), "Amendment of Birth Certificate"**".
Note that you do not need to make extra copies of this form.

PETITION FOR ORDER TO AMEND BIRTH CERTIFICATE

In the top left corner, write in the information requested about the person **FILING** the form. If you are a parent or 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. This will be stamped on the papers at time of filing.

1. INFORMATION ABOUT THE PETITIONER: 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.),
- Date of Birth
- Place of Birth, including the City(if applicable) and County in Arizona

2. REQUESTS TO THE COURT:

“Amend (correct) My Name: *Optional!*

Check this box and fill in this information ONLY IF your birth-name is listed INCORRECTLY on your birth certificate. Be prepared to present evidence to the Court to support your claim that it should be listed another way.

“Other Errors or Omissions:” *Optional!*

Check this box to indicate there are errors or omissions of information *other than your name* on your Arizona birth record that need to be corrected. List each incorrect item – and the correct information for each error. In the lines below, explain the reasons why you believe the information contained on your current Arizona birth records is wrong and why you need to have the information corrected or added.

3. Sign the Petition 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.

COURT ORDER TO AMEND BIRTH CERTIFICATE

- Write in the name of the Petitioner and the case number as they appear on the Petition.
- 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 his or her Place of Birth.
- Under “THE COURT ORDERS” :
 1. If there is an error in the NAME of the Petitioner as listed on the current birth certificate, check this box and write-in the CORRECT NAME as it SHOULD appear on the birth certificate.

2. If there are errors or omissions on the current birth certificate **OTHER THAN** the name, check this box and write in what other information the court should order changed.

- **WRITE THE INFORMATION EXACTLY AS IT SHOULD APPEAR ON THE BIRTH CERTIFICATE.**
- **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.).**

3. Read part 3 (on the Order).

4. 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.**