SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE FOR A NAME CHANGE WITH THIS COURT FOR A MINOR

STEP 1: Fill out the ***"Application for Change of Name for a Minor"*** **and make 2 copies.**

STEP 2: Fill out the ***"Civil Cover Sheet"*** and check box **152** for "Change of Name" on page 2.

STEP 3: FILE THE PAPERS AT THE COURT:

WHO: **Who must file the Application for Name Change of a Minor Child?**
The Parent or Guardian of that child, or the attorney of the parent or guardian.

GO TO: **GO TO THE CLERK OF COURT TO FILE YOUR PAPERS:** The Court is open from 8 a.m.-5 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 40th Street
Phoenix, AZ 85032

FEES: A list of current fees is available from the Self Service 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 Self-Service Center.

PAPERS: Give **1** Civil Cover Sheet and **1** original plus **2** copies of the "Application" to the Clerk along with the filing fee. **Make sure the filing clerk stamps both of your copies and returns them to you.**

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STEP 4: SCHEDULE YOUR HEARING WITH COURT ADMINISTRATION:

At least **four** business days after you filed your Application for Change of Name, 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 Application for Name Change at:

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

18380 N 40th Street, Phoenix: **call 602-506-3397**

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

14264 W Tierra Buena Lane, Surprise, **call 602-506-1497***

***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 Application for Change of Name"*** form with the information received from Court Administration. The completed ***"Notice of Hearing Regarding Application for Change of Name"*** form must be filed with the Clerk of the Court at one of the Clerk locations listed in Step 3.

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STEP 5: NOTIFY ANY INTERESTED PARTY

WHO: You must notify the other parent of the minor child (or both parents if you are the child's guardian) about your request for name change and the scheduled hearing. If the minor child is 14 years or older, he/she must sign a notarized consent to the name change request, or attend the hearing.

HOW TO NOTIFY: If you know where the person(s) lives, you can do one of the following:

1. IF THE PARENT AGREES WITH YOUR REQUEST - Give him/her a stamped copy of your application and the ***"Notice of Hearing Regarding Application for Change of Name"*** that shows the date, time, and place of your hearing. Then, have the parent complete the form entitled, ***"Optional Consent of Parent to Name Change of a Minor Child and Waiver of Notice"*** and have it notarized. That document serves as your proof of notice. Bring the signed and notarized ***"Optional Consent of Parent to Name Change of a Minor Child and Waiver of Notice"*** to the hearing.

2. IF THE PARENT DOES NOT AGREE WITH YOUR REQUEST - Give him/her a stamped copy of your application and the ***"Notice of Hearing Regarding Application for Change of Name"*** that shows the date, time, and place of your hearing. Then, have the person sign an ***"Acceptance of Service"*** (That form is available through the Self-Service Center). That notarized form serves as the proof of notice. Bring the signed and notarized ***"Acceptance of Service"*** to the hearing; **OR,**

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3. Send a clerk-stamped copy of your application and the ***"Notice of Hearing Regarding Application for Change of Name"*** showing the date, time, and place of hearing by certified mail/restricted delivery (return receipt requested). This must be done at least 30 days before the hearing. Proof of Notice for this step is the card returned to you from the Post Office showing delivery. Bring the card and a completed ***"Affidavit of Service by Certified Mail"*** to the hearing. The person who should receive notice of the hearing must sign the return receipt.

4. IF YOU DO NOT KNOW WHERE A PARENT LIVES: NOTICE BY PUBLICATION

IF LAST KNOWN ADDRESS IN MARICOPA COUNTY *OR STATE OTHER THAN ARIZONA:*
A Notice of Hearing (a legal notice classified advertisement) that shows the date, time, and place of your hearing must be published in a newspaper of general circulation in Maricopa County at least once a week for four (**4**) consecutive weeks before the hearing.

IF LAST KNOWN ADDRESS IN ARIZONA COUNTY *OTHER THAN* MARICOPA COUNTY
A Notice of Hearing (a legal notice classified advertisement) that shows the date, time, and place of your hearing must be published in a newspaper of general circulation in Maricopa County **and** in the Arizona county of last known address at least once a week for four (**4**) consecutive weeks before the hearing.

AFTER publication has been completed, you must obtain and file an ***"Affidavit of Publication"*** from the newspaper indicating publication was completed.

In addition to the Affidavit from the newspaper, you also must complete an ***"Declaration Supporting Publication"***, a notarized statement explaining in detail what efforts you made to locate the person(s). Bring that statement with you to the hearing. **The Court will not accept notification by publication unless diligent efforts have been made to locate the person for whom notification is required.** For more information regarding service by publication, please see the Self-Service Center packet on "***Service of Court Papers When You Cannot Find the Other Party***".

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STEP 6: ATTEND THE HEARING

WHO: The adult who is requesting the name change for the minor child MUST be present at the hearing. In addition, if the request is for a minor who is 14 years or older, that child must either be present at the hearing or you may provide a notarized statement from the child consenting to the name change.

BRING THESE DOCUMENTS TO THE HEARING:

- **2** copies of ***"Order Changing Name for a Minor"*** 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. .
- Photo identification for the person who filed the request for the change of name
- A Clerk stamped copy of all filed documents
- Proof of Notice as described above in Step 5.

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- Notarized consent from the other parent or proof that the other parent was served with notice of the Application and the hearing date, time, and place, **OR** Order terminating parental rights of the other parent (If applicable)
- Prior Name Change orders (If applicable)
- Proof of naturalization or resident alien status (If applicable)
- **A copy** (preferably a "Certified" copy) **of the child(ren)'s official, government-issued birth certificate. A HOSPITAL BIRTH CERTIFICATE IS NOT SUFFICIENT.**
- Adoption decree (If applicable)
- Proof of Guardianship (If applicable)
- If the person requesting the change of name, or the child, is not a United States citizen, a passport or proof of immigration status must also be provided at time of hearing.

- **If you are asking to *change a child's birth record,* you MUST also bring a copy of the child's 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 the "Office of Vital Records" 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 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.

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