

AMEND/CORRECT BIRTH CERTIFICATE



PINAL COUNTY

FOR AN ADULT

INSTRUCTIONS AND FORMS

Provided as a Public Service by

AMANDA STANFORD

Clerk of the Superior Court

**PETITION FOR COURT ORDER TO AMEND (CORRECT)
A BIRTH CERTIFICATE**

This packet contains court forms and instructions to file (fill in reason for forms and instructions). Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

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**PETITION FOR COURT ORDER
TO CORRECT (amend) A BIRTH CERTIFICATE
for an ADULT**

CHECKLIST

You may use these forms if . . .

- ✓ You were born in the state of Arizona, you are 18 or older, and there is an error on your birth certificate.
- ✓ You want the Court to issue an Order to correct that error.
- ✓ You are prepared to present a certified copy of your Arizona birth certificate that contains the *incorrect* information.
- ✓ You are able to present evidence supporting what you say is the correct information, AND
- ✓ You understand that if the evidence you present with this Petition or that you bring to court with you is not enough to satisfy the Court:
 - You may be ordered to return to court with more/other supporting information, or
 - Your case may be dismissed, and you will not receive a refund of any court fees.

*You may **NOT** use these forms to:*

- **CHANGE THE IDENTITY OF EITHER PARENT, OR**
- **ESTABLISH PATERNITY OR ADD THE NAME OF A FATHER, OR**
- **REQUEST A LEGAL NAME CHANGE. ***

* Separate packets for “name change” are available at www.cospinalcountyaz.gov/forms.html

PROCEDURES
HOW TO FILE FOR A COURT ORDER FOR
CORRECTION OF A BIRTH CERTIFICATE FOR AN ADULT

STEP 1: FILL OUT THE FORMS: Use **Black Ink Only**. Keep Forms Neat & Clean. Do Not Fold Forms. Do Not Use Line Paper When Including Attachments.

Fill out the following forms:

- **“Petition for Court Order to Amend a Birth Certificate for an Adult”**
- **“Civil Cover Sheet”** (Write in your name as “Plaintiff”)
- **“Notice of Hearing”**

STEP 2: MAKE COPIES:
Make 1 copy of the **“Petition for Court Order to Amend a Birth Certificate for an Adult.”**

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: You should go to the Court at least two hours before it closes. For locations and times of operation please visit our website at:
www.coscpinalcountyaz.gov/office.html

Contact Information for all offices:
Toll Free: 888.431.1311 • Local: 520.509.3555 or 311 • Fax: 520.866.5320

FEES: A list of current fees is available on our website at:
www.coscpinalcountyaz.gov/fees.html

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.

PAPERS: Hand two (2) sets of your court papers to the Clerk along with the filing fee. **Make sure the filing clerk conforms (stamps) all your copies and returns them to you.**

STEP 4: NOTICE OF HEARING:

After filing the application, the Clerk of Court's office will mail you the "Notice of Hearing" once a hearing date has been scheduled by the court.

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 conformed 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 a copy of any document you submit to the Court and keep a copy for your records.

If you want a new, corrected birth certificate, you may purchase one for a fee after you present a CERTIFIED COPY of the Court Order to:

The State of Arizona's Office of Vital Records

TO GET A CERTIFIED COPY OF YOUR COURT ORDER:

- You may purchase a certified copy at any of our Clerk office locations:

www.coscpinalcountyaz.gov/office.html

- If you need additional copies after that time, you will need to go to the Request Court Records page at: www.coscpinalcountyaz.gov/request-records.html
- A list of current fees is available on our website at:
www.coscpinalcountyaz.gov/fees.html

**In the Superior Court of the State of Arizona
In and For the County of _____**

Case Number S1100CV

CIVIL COVER SHEET- NEW FILING ONLY
(Please Type or Print)

Plaintiff's Attorney _____

Attorney Bar Number _____

Plaintiff's Name(s): (List all)

Plaintiff's Address:

(List additional plaintiffs on page two and/or attach a separate sheet).

Defendant's Name(s): (List All) _____

(List additional defendants on page two and/or attach a separate sheet)

RULE 26.2 DISCOVERY TIER OR MONETARY RELIEF CLAIMED:

IMPORTANT: Any case category that has an asterisk (*) MUST have a dollar amount claimed or Tier selected. State the monetary amount in controversy or place an "X" next to the discovery tier to which the pleadings allege the case would belong under Rule 26.2.

Amount Claimed \$ _____ Tier 1 Tier 2 Tier 3

NATURE OF ACTION

Place an "X" next to the **one** case category that most accurately describes your primary case. **Any case category that has an asterisk (*) MUST have a dollar amount claimed or Tier selected as indicated above.**

TORT MOTOR VEHICLE:

- Non-Death/Personal Injury*
- Property Damage*
- Wrongful Death*

- Legal Malpractice*
- Malpractice – Other professional*
- Premises Liability*
- Slander/Libel/Defamation*
- Other (Specify) _____*

TORT NON-MOTOR VEHICLE:

- Negligence*
- Product Liability – Asbestos*
- Product Liability – Tobacco*
- Product Liability – Toxic/Other*
- Intentional Tort*
- Property Damage*

MEDICAL MALPRACTICE:

- Physician M.D.* Hospital*
- Physician D.O.* Other*

CONTRACTS:

- Account (Open or Stated)*

- Promissory Note*
- Foreclosure*
- Buyer-Plaintiff*
- Fraud*
- Other Contract (e.g., Breach of Contract)*
- Excess Proceeds – Sale*
- Construction Defects (Residential/Commercial)*
 - Six to Nineteen Structures*
 - Twenty or More Structures*
- Credit Card Debt (Maricopa County Filings Only)*

OTHER CIVIL CASE TYPES:

- Eminent Domain/Condemnation*
- Eviction Actions (Forcible and Special Detainers)*
- Change of Name
- Transcript of Judgment
- Foreign Judgment
- Quiet Title*
- Forfeiture*
- Election Challenge
- NCC – Employer Sanction Action (A.R.S. §23-212)*
- Injunction against Workplace Harassment
- Injunction against Harassment
- Civil Penalty
- Water Rights (Not General Stream Adjudication)*
- Real Property*
- Special Action against Lower Courts
(See lower court appeal cover sheet in Maricopa)
- Immigration Enforcement Challenge (A.R.S. §§1-501, 1-502, 11-1051)

UNCLASSIFIED CIVIL:

- Administrative Review
(See lower court appeal cover sheet in Maricopa)
- Tax Appeal
(All other tax matters must be filed in the AZ Tax Court)
- Declaratory Judgment
- Habeas Corpus
- Landlord Tenant Dispute – Other*
- Declaration of Factual Innocence (A.R.S. §12-771)
- Declaration of Factual Improper Party Status
- Vulnerable Adult (A.R.S. §46-451)*
- Tribal Judgment
- Structured Settlement (A.R.S. §12-2901)
- Attorney Conservatorships (State Bar)
- Unauthorized Practice of Law (State Bar)
- Out-of-State Deposition for Foreign Jurisdiction
- Secure Attendance of Prisoner
- Assurance of Discontinuance
- In-State Deposition for Foreign Jurisdiction
- Eminent Domain – Light Rail Only*
- Interpleader – Automobile Only*
- Delayed Birth Certificate (A.R.S. §36-333.03)
- Employment Dispute – Discrimination*
- Employment Dispute – Other*
- Verified Rule 27(a) Petition*
- Verified Rule 45.2 Petition
- Amendment of Birth Certificate
- Amendment of Marriage License (Maricopa County Filings Only)
- Other (Specify)* _____

EMERGENCY ORDER SOUGHT:

- Temporary Restraining Order Challenge
- Employer Sanction
- Provisional Remedy
- Other (Specify) _____
- OSC
- Election

COMMERCIAL COURT (Maricopa County Only)

This case is eligible for the commercial court under Rule 8.1, and plaintiff requests assignment of this case to the commercial court. More information on the commercial court, including the most recent forms, are available on the court’s website at <https://www.superiorcourt.maricopa.gov/commercial-court/>.

Additional Plaintiff(s)

Additional Defendant(s)

Person Filing: _____

Address (if not protected): _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

Lawyer's Bar Number: _____

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

For Clerk's Use Only

**SUPERIOR COURT OF
ARIZONA IN PINAL COUNTY**

In the Matter of:

Case Number: S1100CV

**PETITION FOR COURT ORDER TO
AMEND BIRTH CERTIFICATE
of an ADULT ([A.R.S. § 36-337](#))**

Name of Adult
whose birth record needs correction

UNDER PENALTY OF PERJURY

1. INFORMATION ABOUT THE ADULT whose birth record needs correction:

FULL NAME:

(First) (Middle) (Last)

Current Legal Name (if different from above):

(First) (Middle) (Last)

Address is as listed at top left
Above or *if not*, my address is:

A CERTIFIED COPY OF MY CURRENT ARIZONA BIRTH CERTIFICATE IS ATTACHED.

2. INFORMATION ON THE BIRTH RECORD

A. The birth record contains INCORRECT information about the above-named adult:

MY NAME appears *wrongly* as _____

DATE OF BIRTH appears *wrongly* as _____

PLACE OF BIRTH appears *wrongly* as _____

Other Information appears *wrongly* as _____

Following is the CORRECT information about the above-named adult: I ask that the birth record be ordered changed as indicated below:

MY NAME should appear as _____

DATE OF BIRTH should appear as _____

PLACE OF BIRTH should appear as _____

Other Information should appear as _____

B. The birth record contains **INCORRECT** information about *the FATHER*.

FATHER'S NAME* appears *wrongly* as _____

DATE OF BIRTH appears *wrongly* as _____

PLACE OF BIRTH appears *wrongly* as _____

RACE appears *wrongly* as _____

Following is the **CORRECT** information about the **FATHER**.
I ask that the birth records be ordered changed as indicated below:

FATHER'S NAME* should appear as _____

DATE OF BIRTH should appear as _____

PLACE OF BIRTH should appear as _____

RACE should appear as _____

* to correct error in name of the father – not to change identity / paternity.

C. The birth record contains **INCORRECT** information about *the MOTHER*.

MOTHER'S NAME* appears *wrongly* as _____

DATE OF BIRTH appears *wrongly* as _____

Case Number: _____

PLACE OF BIRTH appears *wrongly* as _____

RACE appears *wrongly* as _____

MARITAL STATUS appears *wrongly* as _____

RESIDENTIAL ADDRESS appears *wrongly* as _____

Following is the **CORRECT** information about the **MOTHER**.
I ask that the birth records be ordered changed as indicated below:

MOTHER'S NAME* should appear as _____

DATE OF BIRTH should appear as _____

PLACE OF BIRTH should appear as _____

RACE should appear as _____

MARITAL STATUS should appear as _____

RESIDENTIAL ADDRESS should appear as _____

* to correct error in name of the mother – not to change identity / maternity.

REQUEST TO THE COURT:

I request the Arizona Office of Vital Records be ordered to remove and replace the incorrect information on the subject birth record with the correct information as indicated above.

OATH OR AFFIRMATION OF APPLICANT

I affirm under penalty of perjury the information provided on this document is true and correct.

Date: _____

Petitioner's Signature

Printed Name of Petitioner

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ by
(date)

_____.

(notary seal)

Deputy Clerk or Notary Public

THE Court Orders:

1. The Name appearing on the birth certificate is changed to:

First Middle Last

2. That the birth certificate records of the petitioner be changed to correct the following errors or omissions:

That the birth certificate records of the Petitioner should be changed to correct the following errors or omissions - (continued)

3. For a person born in the State of Arizona, the Office of Vital Records is ordered to amend the birth record to reflect the new name or other corrected information as ordered above.

4. This Order does not release the Applicant from any obligations incurred or harm any rights of property or action in any previous name.

5. Other orders:

DONE IN OPEN COURT: _____
Date

Judicial Officer

**IN THE SUPERIOR COURT OF ARIZONA
PINAL COUNTY**

In the matter of:

Case No: S1100CV

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Notice of Hearing

Name of Adult

whose birth record needs correction.

A Hearing, in the above entitled action, has been set for:

Date: _____ at _____ a.m./p.m.

Place: Pinal County Justice Complex
971 Jason Lopez Circle, Building A
Florence, AZ

Before: Hon. _____

AMANDA STANFORD
Clerk of the Superior Court

By _____
Deputy Clerk