

**AMEND/CORRECT  
BIRTH  
CERTIFICATE**

**1**

**FOR AN ADULT**

**Forms and Instructions**

Law Library Resource Center

Petition for court order to amend (correct) a  
birth certificate of 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 parent, or
- ✗ Request a legal name change.\*

\* Separate packets for “name change” are available from the Law Library Resource Center.

Read me: Consulting a lawyer before filing documents with the Court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks can be found on the Law Library Resource Center website.

Petition for court order to amend (correct) a birth certificate of an adult

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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The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

## 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.

## Procedures: How to file for a court order to amend (correct) a birth certificate of an adult

- Step 1: Complete the forms in the packet. These forms are the “Original Set.”
- Civil Coversheet. Check box #195(b) for “Amendment of Birth Certificate.”
  - Petition for Court Order to Amend (Correct) Birth Certificate of an Adult.
  - Court Order to Amend Birth Certificate. Complete the proposed Order with the information from your Petition. Order must be typed. Do not date or sign the order. Do not file the order – you will submit it before your Court hearing.
- Step 2: Copy:
- Petition (One (1) original and two (2) copies). Make an additional copy for each additional interested party involved.

Step 3: File the papers.

In person:

Go to the Clerk of Superior Court to file your papers: The Court is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. You should go to the Court at least two hours before it closes. You may file your court papers at one of the following Superior Court locations:

Yuma County Justice Center  
Clerk of Superior Court  
250 W. 2nd Street  
Yuma, aZ 85365

Hand the original and all copies to the Clerk, along with the filing fee. Do not file the Order.

eFiling (online):

For information on eFiling, see the Clerk of Superior Court’s website at <https://efile.azcourts.gov>

A list of current filing fees is available on the Clerk of Superior 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 Superior Court. Deferral Applications are available at no charge from the Law Library.

Step 4:

- Send a clerk-stamped copy of the Petition and Notice of Hearing to the party by certified mail/restricted delivery (return receipt requested). This must be done at least 30 days before the hearing. Proof of notice is the card returned to you from the post office showing delivery. The person who should receive notice must sign the return receipt card. Complete the Affidavit of Notice by Certified Mail form (included in this packet) and attach the signed return receipt card.
- Before you attend the hearing, be sure you have proof of notice: green return receipt with signature and your Affidavit of Notice by Certified Mail. With your proof of notice, attend the hearing and follow the steps below.
- If the Court orders another form of service, refer to the Civil “Service” packet available at the Law Library or on the Court’s website.

Step 5:

After filing, drop of a copy of the Petition to Amend and Order at the Information Desk for delivery to the assigned Judge

- A. Complete and attach the Order. Complete the name(s) of the Petitioner and your case number. Do not date or sign the Order. The signature line is for the Judicial Officer to sign when the Order is complete.
- B. Attached copies of the following:
  - i. Birth Certificate
- C. Keep a copy of any documents you submit to the Court for your records.

Step 7: Attend the hearing. Who should attend?

- The Petitioner must be present at the hearing.
- If applicable, a minor who is part of the case, and who is age 14 or over, may attend the Court hearing. They do not have to attend unless required by the Judicial Officer.

Step 8: Get a Copy of the Amended Birth Certificate.

- First, you must obtain a certified copy of your Court Order.
  - **If your hearing was completed in-person, within 48 hours** of the judge signing the order, to obtain a certified copy, you must present your **judge-signed order with the red "Copy for Certification" stamp applied** at any **Clerk of Court File Counter** location, along with the required certification fee.
  - A list of current fees is available on the Clerk of Superior Court's website.
- Present the certified copy of the Court Order to Vital Records. A fee is required for a change to any birth certificate. The vital records office you present it to will depend on the year in which your birth certificate was issued.  
Maricopa County Office of Vital Registration (only for birth certificates issued 1997 or later)

The Yuma County Office of Vital Registration hours of operation are 8:00 A.M. to 5:00 P.M., Monday through Friday. Free parking is available. You may also call them at 928-317-4550

OR

Bureau of Vital Records for the State of Arizona (only for birth certificates issued prior to 1997)

The Bureau of Vital Records office is only available for mail-in service and some services by appointment. Please call them at 602-364-1300 or check their website for appointment and other current information:

<https://www.azdhs.gov/licensing/vital-records/index.php>.

Person Filing: \_\_\_\_\_

Address (if not protected): \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lawyer's Bar Number: \_\_\_\_\_

Licensed Fiduciary Number (if applicable) \_\_\_\_\_

For Clerk's Use Only

Representing  Self, without a Lawyer or  Attorney for  Plaintiff OR  Defendant

SUPERIOR COURT OF ARIZONA  
IN YUMA COUNTY

\_\_\_\_\_  
Name of Plaintiff

Case Number: \_\_\_\_\_

CIVIL COVER SHEET -  
NEW FILING ONLY

\_\_\_\_\_  
Name of Defendant

(List additional plaintiffs or defendants on page 3 and/or attach a separate sheet).

Is an Interpreter Needed?  Yes  No If yes, what language(s) \_\_\_\_\_

**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.

**100 TORT MOTOR VEHICLE:**

- 101 Non-Death/Personal Injury\*
- 102 Property Damage\*
- 103 Wrongful Death\*

**110 TORT NON-MOTOR VEHICLE:**

- 111 Negligence\*
- 112 Product Liability – Asbestos\*
- 112 Product Liability – Tobacco\*
- 112 Product Liability – Toxic/Other\*
- 113 Intentional Tort\*
- 114 Property Damage\*
- 115 Legal Malpractice\*
- 115 Malpractice – Other professional\*
- 117 Premises Liability\*
- 118 Slander/Libel/Defamation\*
- 119 Recovery of Damages under A.R.S. §12-514\* (Please provide Plaintiff DOB  
\_\_\_\_/\_\_\_\_/\_\_\_\_)
- 116 Other (Specify) \_\_\_\_\_ \*

**145 & 150-199 OTHER CIVIL CASE TYPES:**

- 156 Eminent Domain/Condemnation\*
- 151 Eviction Actions  
(Forcible and Special Detainers)\*
- 152 Change of Name
- 153 Transcript of Judgment
- 154 Foreign Judgment
- 158 Quiet Title\*
- 160 Forfeiture\*
- 175 Election Challenge
- 179 NCC-Employer Sanction Action  
(A.R.S. §23-212)\*
- 180 Injunction against Workplace Harassment
- 181 Injunction against Harassment
- 182 Civil Penalty
- 186 Water Rights  
(Not General Stream Adjudication)\*
- 187 Real Property \*

**120 MEDICAL MALPRACTICE:**

- 121 Physician M.D.\*       123 Hospital\*
- 122 Physician D.O.\*       124 Other\*

**130 & 197 CONTRACTS:**

- 131 Account (Open or Stated)\*
- 132 Promissory Note\*
- 133 Foreclosure\*
- 138 Buyer-Plaintiff\*
- 139 Fraud\*
- 134 Other Contract (e.g., Breach of Contract)\*
- 135 Excess Proceeds-Sale\*
- Construction Defects  
(Residential/Commercial)\*
  - 136 Six to Nineteen Structures\*
  - 137 Twenty or More Structures\*
- 197 Credit Card Debt (Yuma County Filings Only)\*

**144 & 150-199 UNCLASSIFIED CIVIL:**

- Administrative Review (See Lower Court Appeals cover sheet in Maricopa)
- 150 Tax Appeal (All other tax matters must be filed in the AZ Tax Court)
- 155 Declaratory Judgment
- 157 Habeas Corpus
- 184 Landlord Tenant Dispute – Other\*
- 190 Declaration of Factual Innocence (A.R.S. §12-771)
- 191 Declaration of Factual Improper Party Status
- 193 Vulnerable Adult (A.R.S. §46-451)\*
- 165 Tribal Judgment
- 167 Structured Settlement (A.R.S. §12-2901)
- 169 Attorney Conservatorships (State Bar)
- 170 Unauthorized Practice of Law (State Bar)
- 171 Out-of-State Deposition for Foreign Jurisdiction

- 145 Special Action (See Lower Court Appeals Cover Sheet in Yuma)
- 194 Immigration Enforcement Challenge (A.R.S. §§1-501, 1-502, 11-1051)
- 199 Expungement
- 202 Out of State Restoration of Civil Rights
- 201 Seal Criminal Case Records (A.R.S. §13-911)
- 203 Erroneous Conviction Claim

- 172 Secure Attendance of Prisoner
- 173 Assurance of Discontinuance
- 174 In-State Deposition for Foreign Jurisdiction
- 176 Eminent Domain– Light Rail Only
- 177 Interpleader– Automobile Only\*
- 178 Delayed Birth Certificate (A.R.S. §36-333.03)
- 183 Employment Dispute – Discrimination\*
- 185 Employment Dispute – Other\*
- 198 Verified Rule 27(a) Petition\*
- 196 Verified Rule 45.2 Petition
- 195(a) Amendment of Marriage License (Maricopa County Filings Only)
- 195(b) Amendment of Birth Certificate
- 200 Application/Motion Objecting to Foreign Subpoena
- 163 Other\* \_\_\_\_\_

(Specify)

**EMERGENCY ORDER SOUGHT**

- Temporary Restraining Order     Provisional Remedy     OSC     Election Challenge
- Employer Sanction

**Additional Plaintiff(s):**

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**Additional Defendant(s):**

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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

SUPERIOR COURT OF ARIZONA  
IN YUMA COUNTY

In the Matter of:

Case Number: \_\_\_\_\_

PETITION FOR COURT ORDER  
TO AMEND (CORRECT) A BIRTH  
CERTIFICATE OF AN ADULT  
(A.R.S. § 36-337)

\_\_\_\_\_  
Name of Adult whose birth record  
needs correction

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 *incorrectly* as \_\_\_\_\_

DATE OF BIRTH appears *incorrectly* as \_\_\_\_\_

PLACE OF BIRTH appears *incorrectly* as \_\_\_\_\_

Other Information appears *incorrectly* 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 \_\_\_\_\_

The birth record contains INCORRECT information about the

FATHER:

FATHER'S NAME\* appears *incorrectly* as \_\_\_\_\_

DATE OF BIRTH appears *incorrectly* as \_\_\_\_\_

PLACE OF BIRTH appears *incorrectly* as \_\_\_\_\_

RACE appears *incorrectly* as \_\_\_\_\_

MARITAL STATUS appears *incorrectly* as \_\_\_\_\_

RESIDENTIAL ADDRESS appears *incorrectly* 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 \_\_\_\_\_

MARITAL STATUS should appear as \_\_\_\_\_

RESIDENTIAL ADDRESS should appear as \_\_\_\_\_

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

B.  The birth record contains INCORRECT information about the MOTHER:

MOTHER'S NAME\* appears *incorrectly* as \_\_\_\_\_

DATE OF BIRTH appears *incorrectly* as \_\_\_\_\_

PLACE OF BIRTH appears *incorrectly* as \_\_\_\_\_

RACE appears *incorrectly* as \_\_\_\_\_

MARITAL STATUS appears *incorrectly* as \_\_\_\_\_

RESIDENTIAL ADDRESS appears *incorrectly* as \_\_\_\_\_

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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 \_\_\_\_\_

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

REQUEST TO THE COURT:

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

UNDER OATH OR AFFIRMATION

I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Printed Name of Petitioner

STATE OF \_\_\_\_\_

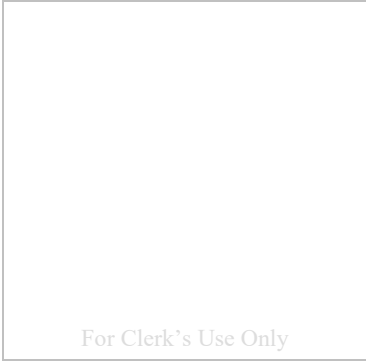
COUNTY OF \_\_\_\_\_

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

\_\_\_\_\_.

(Notarial Officer's Stamp or Seal)

\_\_\_\_\_  
Notarial Officer



SUPERIOR COURT OF ARIZONA  
IN YUMA COUNTY

In the Matter of:

Case Number: \_\_\_\_\_

ORDER AMENDING BIRTH  
CERTIFICATE OF AN ADULT  
A.R.S. § 36-337

\_\_\_\_\_  
Petitioner (Legal Name Currently Used)

THE COURT FINDS:

1. This Petition has come before this Court to amend the birth certificate of the Petitioner.
2. Pursuant to A.R.S. § 36-337, this Court has jurisdiction to order that the Petitioner's birth certificate be amended to correct errors or omissions contained in the original birth certificate.
3. Good cause exists to grant the Petition to amend the birth certificate as requested by the Petitioner.
4. The Petitioner's Name, Date and Place of Birth appears on his or her Arizona birth certificate as follows:

THE PRESENT NAME APPEARING ON THE SUBJECT BIRTH CERTIFICATE:

--	--	--

First

Middle

Last

Date of Birth:

--	--	--

Month

Day

Year

Place of Birth:

--	--	--

City

State

Nation

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:

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3. For a person born in the State of Arizona, the Bureau 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 Petitioner from any obligations incurred or harm any rights of property or action in any previous name.

5. Other orders: \_\_\_\_\_

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DONE IN OPEN COURT:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Judicial Officer