

NAME CHANGE

For A

MINOR

1

To Request a Name Change

Completing and Filing
the Court Papers

Application for change of name for a minor child

Checklist

You may use this packet if the following factors apply to your situation:

- ✓ You want to ask the Court to change the name of a person under 18 years of age who resides in the county where you are filing this request, AND
- ✓ You are that child's parent or guardian.

Do not use these forms to:

- ✗ Establish paternity
- ✗ Add a father's name to a birth certificate

Note: For information about name changes that can be obtained without going to Court, such as to change a child's name within one year of birth, or to add a child's name to his or her birth record within seven years of birth, visit the web site of the Arizona Office of Vital Records here: [ADHS - Vital Records - Home \(azdhs.gov\)](http://azdhs.gov)

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.

Application for change of name for a minor child

This packet contains court forms and instructions to file the request of a change of name for a minor. 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.

Procedures: How to apply for a change of name for a minor child

Attention: Are you seeking to change the name of more than one child?

If you need to change the name of more than 1 child, please review these options:

1. Name Change for a Family. This packet can be used to change more than one child's name if and only if those children share the same parents. There will be one case number, one filing fee, and one hearing for this process.
2. Name Change for a Minor (Multiple Packets). If you are changing the name for more than one minor and the children do not share the same parents, you must use individual applications for a name change. There will be a case number and a separate hearing for each child. There will also be separate filing fees for each case.

Step 1: Complete the forms in the packet. These forms are the "Original Set."

- Civil Cover Sheet. Check box #152 for "Change of Name" on page 2.
- Application for Change of Name for a Minor Child.
- Order Changing Name of Minor. Complete the proposed Order with the information from your Application. 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:

- Application (one (1) original and two (2) copies). Make an additional copy for each additional interested party involved.

Step3: 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:

Clerk of Superior Court
250 W. Second St.
Yuma, AZ 85364

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://www.clerkofcourt.maricopa.gov/services/efiling-information>.

A list of current 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 Resource Center.

Step 4: Hearing

The Clerk of Superior Court will mail or email a Notice of Hearing to you. You will need to serve a copy of the Notice of Hearing to each interested party (if any).

Step 5: Notify any interested party, including the other parent of your child.

- 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 a minor child is 14 years or older, they must sign a notarized consent to the name change request or attend the hearing.
- If the minor child has any pending charges or convictions for a felony or any crime involving false statements or misrepresentations about the minor child's identity in state or federal court, you must provide notice to any prosecutor's office that charged the minor child with the crime.

How to notify:

- If the parent agrees with your request - give them a stamped copy of your application and the Notice of Hearing that shows the date, time, and virtual hearing link information. Then, have the parent complete the form entitled Optional Consent of Other 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 Other Parent to Name Change of a Minor Child and Waiver of Notice to the hearing.

- If you do not get a signed consent, send a Clerk-stamped copy of your application and the Notice of Hearing showing the date, time, and instructions for attending the hearing by certified mail/restricted delivery (return receipt requested) to the interested party. 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. File with Clerk of Superior Court a completed Affidavit of Notice by Certified Mail to the hearing. The person who should receive notice of the hearing must sign the return receipt.
- If the Court orders another form of service, refer to the Civil “Service” packet available at the Law Library Resource Center or on the Court’s website.

Step 6: Prepare for your hearing.

At least one (1) week before your hearing, provide the Court your documents by dropping them off at the information desk.

Failure to provide the required documents may result in your hearing being vacated. The Court will NOT accept the documents on the date of the hearing.

- A. Complete and attach the Order. Complete the name(s) of the Applicant 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. Attach copies of the following:
 - Photo identification for the person who filed the Application,
 - A Clerk-stamped copy of all filed documents,
 - Proof of Notice as described in Step 5,

- 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),
- Adoption decree (if applicable),
- Proof of guardianship (if applicable),
- A parent's death certificate (if applicable),
- A Court Order terminating the other parent's rights (if applicable),
- Orders of Protection and/or Injunctions against Harassment still in effect (if applicable),
- If you are not a United States citizen, your passport or proof of immigration status.

C. Keep a copy of any documents you submit to the Court for your records.

- ◆ If you are asking to change a birth certificate, you must provide a certified copy of the current government-issued birth certificate. The Court will not change a birth certificate without first seeing a copy.
- ◆ Hospital-issued birth certificates generally will not satisfy Court requirements. The Court requires government-issued birth certificates.

D. Felony cases: For any prior or current felony cases where the minor child was or is a defendant, attach PDF or DIGITAL copies of the following:

- Direct complaint, indictment and/or information,
- Plea Agreement,
- Pre-sentence report, sentence of probation and/or imprisonment,
- Orders of discharge of probation,
- Criminal restitution orders,
- Conditions of release.

E. The Judicial Clerk will give you a Judge-signed copy of the Court Order if the Judge orders a name change.

Step 7: Attend the hearing. Who should attend?

- The Applicant 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.
- The adult who is requesting the name change for the minor child must be present at the hearing.

Step 8: After the hearing. If the Judge orders a name change to your birth certificate:

- First, you must obtain a certified copy of your Court Order.
- 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.

Yuma 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.

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
- Employer Sanction
- Provisional Remedy
-
- OSC
- Election Challenge

Additional Plaintiff(s):

Additional Defendant(s):

Person Filing: _____

Address (if not protected): _____

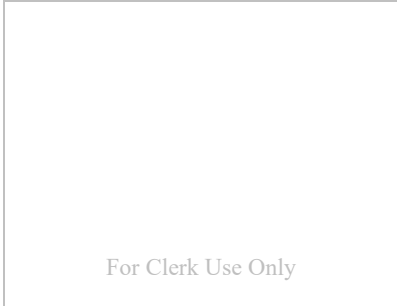
City, State, Zip Code: _____

Telephone: _____

Email Address: _____

Lawyer's Bar Number: _____

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



SUPERIOR COURT OF ARIZONA
IN YUMA COUNTY

Case Number: _____

In the Matter of:

APPLICATION FOR CHANGE OF
NAME FOR A MINOR CHILD
(A.R.S. § 12-601)

A Minor

STATEMENTS TO THE COURT, UNDER OATH OR AFFIRMATION

1. INFORMATION ABOUT ME, THE APPLICANT:

--	--	--

(First)

(Middle)

(Last)

Applicant's Address is Listed Above.

County of Residence: _____

Date of Birth: _____ Place of Birth: _____
(Month / Day / Year) (City, State, Nation)

2. INFORMATION ABOUT THE MINOR FOR WHOM THIS NAME CHANGE IS REQUESTED:

Name as it appears on the Birth Certificate:

--	--	--

(First)

(Middle)

(Last)

Address Same as Applicant, or: _____

Relation to Applicant: _____

County of Residence: _____

Date of Birth: _____ Place of Birth: _____
(Month / Day / Year) (City, State, Nation)

New Name Requested:

--	--	--

(First)

(Middle)

(Last)

3. I ASK THAT THE BIRTH RECORDS BE CHANGED TO REFLECT THE NEW NAME LISTED ABOVE.
4. I REQUEST THAT THE NAME BE CHANGED FOR THE FOLLOWING REASONS:

ADDITIONAL STATEMENTS

I understand that this name change does not establish paternity and will not cause a father's name to be added to a birth certificate.

This application is made solely for the best interest of the minor child named above. It will not release the person from any obligations incurred or harm any rights of property or action in any original name.

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

STATE OF _____

COUNTY OF _____

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

by / (for)_____

(Notarial Officer's Stamp or Seal)

Notarial Officer

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: _____

OPTIONAL CONSENT OF OTHER PARENT
TO NAME CHANGE OF A MINOR CHILD
AND WAIVER OF NOTICE
(You must do one of the following: 1) submit a
Notarized Waiver; or 2) serve notice and
provide proof to the Court.)

A Minor

REQUIRED INFORMATION FROM PARENT NOT FILING FOR NAME CHANGE, UNDER
OATH OR AFFIRMATION:

1. INFORMATION ABOUT ME:

Name: _____

Address: _____

Telephone: _____

Date of Birth: _____

Month

Date

Year

Place of Birth: _____

City

State

Nation

2. I have read the Application for Name Change and consent to changing the child's LEGAL name to:

--	--	--

First

Middle

Last

3. I waive notice of all further proceedings in this matter.

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

(Non-Petitioning) Parent's Signature

Printed Name

STATE OF _____

COUNTY OF _____

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

By _____.

(Notarial Officer's Stamp or Seal)

Notarial Officer

Person Filing: _____

Address (if not protected): _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

Lawyer's Bar Number: _____

For Clerk's Use Only

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

SUPERIOR COURT OF ARIZONA
IN YUMA COUNTY

In the Matter of:

Case Number: _____

CONSENT OF MINOR TO NAME CHANGE
(If minor is 14 or older)

A Minor

REQUIRED INFORMATION FROM MINOR, UNDER OATH OR AFFIRMATION:
INFORMATION ABOUT ME:

Name on Birth Certificate

--	--	--

First

Middle

Last

Address: _____

Telephone: _____

Date of Birth (Month/Day/Year): _____

Month

Date

Year

Place of Birth (City, State, Nation): _____

City

State

Nation

Case Number: _____

I am the minor who is the subject of this name change request.

I am at least 14 years of age.

I have read the Application for Name Change and consent to changing my LEGAL name to:

--	--	--

First

Middle

last

I waive notice of all further proceedings in this matter.

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

Minor's Signature (if 14 or older)

STATE OF _____

COUNTY OF _____

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

By _____.

(Notarial Officer's Stamp or Seal)

Notarial Officer

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: _____

AFFIDAVIT OF NOTICE

Adult Minor

BY CERTIFIED MAIL

1. My name is _____ and I am the Petitioner / Applicant in this case.

2. I am familiar with the facts stated in this Affidavit, and I make this Affidavit to show that I have given notice of the following documents on the person named below, by certified mail/restricted delivery, return receipt requested. (check all that apply)

Petition/Application for/to _____

Notice of Hearing

Other: (name of document) _____

Name of person given Notice: _____

Address where mailed: _____

Date green card signed by person: _____

3. The documents listed above were received by the person given notice as shown by the receipt, the original of which is attached to this Affidavit.

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

Signature

Printed Name

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____

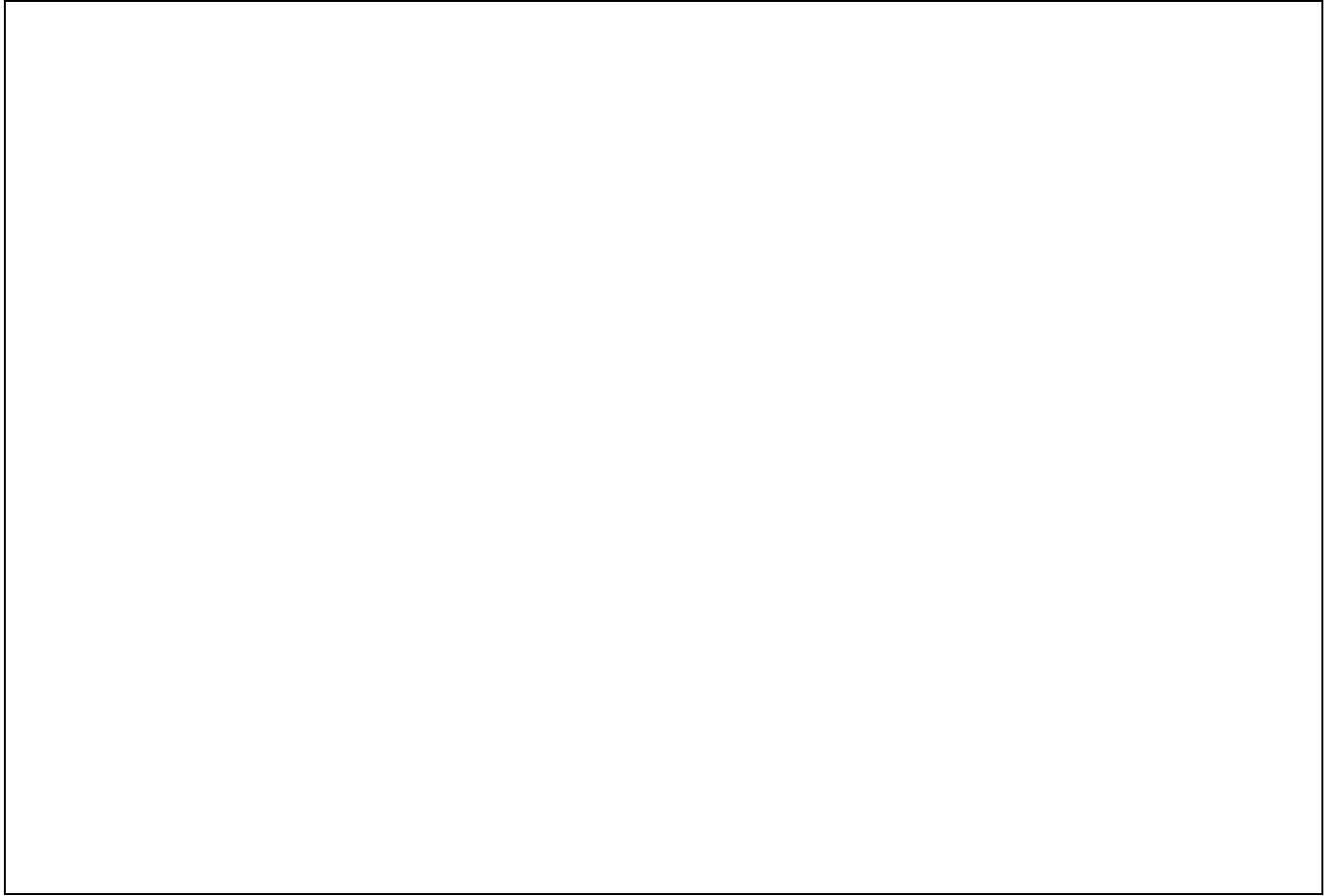
(date) by _____.

(Notarial Officer's Stamp or Seal)

Notarial Officer

Case Number: _____

Signed, green card is attached here:



SUPERIOR COURT OF ARIZONA
IN YUMA COUNTY

For Clerk's Use Only

In the Matter of:

Case Number: _____

A Minor

ORDER CHANGING NAME OF MINOR

THE COURT FINDS:

1. This case has come before this Court to change the legal name of the minor named above.
2. This Court has jurisdiction to change the legal name of the minor.
3. Good cause exists to grant the Application for change of legal name.
4. It is in the best interest of the minor to change the legal name as set forth below.

THE COURT ORDERS:

1. That the legal name of the minor born this date (month, day, year): _____

Born in this place (city, state, nation): _____

Whose mother is:

--	--	--

First

Middle

Last

IS CHANGED FROM: Name on Birth Certificate

--	--	--

First

Middle

Last

TO: New Name

--	--	--

First

Middle

Last

