

# **AMEND/CORRECT BIRTH CERTIFICATE**



## **PINAL COUNTY**

### **FOR AN ADULT**

**INSTRUCTIONS AND  
FORMS** Provided as a Public  
Service by  
**REBECCA PADILLA**  
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.coscpinalcountyaz.gov/forms.html](http://www.coscpinalcountyaz.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](http://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](http://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](http://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](http://www.coscpinalcountyaz.gov/request-records.html)
- A list of current fees is available on our website at:  
[www.coscpinalcountyaz.gov/fees.html](http://www.coscpinalcountyaz.gov/fees.html)

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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In the Superior Court of the State of Arizona**  
**In and For the County of \_\_\_\_\_**

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

**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).

Interpreter Needed for Plaintiff(s)? [ ] Yes [ ] No If Yes, Language: \_\_\_\_\_

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\*

**TORT NON-MOTOR VEHICLE:**

- ☐ Negligence\*
- ☐ Product Liability – Asbestos\*
- ☐ Product Liability – Tobacco\*
- ☐ Product Liability – Toxic/Other\*
- ☐ Intentional Tort\*
- ☐ Property Damage\*
- ☐ Legal Malpractice\*

- ☐ Malpractice – Other professional\*
- ☐ Premises Liability\*
- ☐ Slander/Libel/Defamation\*
- ☐ Recovery of Damages under A.R.S. §12-514  
(Please provide Plaintiff DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_)
- ☐ Other (Specify)\* \_\_\_\_\_

**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
  - (See Lower Court Appeals Cover Sheet in Maricopa)
- ☐ Immigration Enforcement Challenge
  - (A.R.S. §§1-501, 1-502, 11-1051)
- ☐ Expungement
- ☐ Out of State Restoration of Civil Rights

- ☐ Seal Criminal Case Records (A.R.S. §13-911)

**UNCLASSIFIED CIVIL:**

- ☐ Administrative Review
  - (See Lower Court Appeals 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)
- ☐ Application/Motion Objecting to Foreign Subpoena
- ☐ Other (Specify)\* \_\_\_\_\_

**EMERGENCY ORDER SOUGHT:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Temporary Restraining Order | <input type="checkbox"/> Provisional Remedy | <input type="checkbox"/> OSC                    |
| <input type="checkbox"/> Election Challenge          | <input type="checkbox"/> Employer Sanction  | <input type="checkbox"/> Other (Specify)* _____ |

**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):

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Additional Defendant(s):

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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.

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

**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

**SUPERIOR COURT OF ARIZONA  
IN Pinal COUNTY**

For Clerk's Use Only

**In the Matter of:**

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

**Case Number: S1100CV**

**ORDER AMENDING BIRTH  
CERTIFICATE OF AN ADULT  
[A.R.S. § 36-337](#)**

**THE COURT FINDS:**

1. This case 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

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

**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**

**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. \_\_\_\_\_

**REBECCA PADILLA**  
**Clerk of the Superior Court**

By \_\_\_\_\_  
              Deputy Clerk