SELF-SERVICE CENTER
PROCEDURES: HOW TO FILE FOR A CHANGE OF NAME WITH THIS COURT

STEP 1: Fill out the ***"Application for Change of Name for a Family"*** **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 Change of Name for a Family*?**
An adult parent or guardian who seeks the change, or his or her attorney.

GO TO: **GO TO THE CLERK OF COURT TO FILE YOUR PAPERS:** The Court is open from 8am-5pm, 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 Drive, 1st floor
Mesa, Arizona 85210-6201

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: There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the "Clerk of Superior Court" are acceptable forms of payment.

Go online to http://clerkofcourt.maricopa.gov/fees.asp or the Self-Service Center for a list of current fees.

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. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check **made payable to the "Clerk of Superior Court"** are acceptable.*
Make sure the filing clerk stamps both of your copies and returns them to you.

STEP 4: **SCHEDULE YOUR HEARING WITH COURT ADMINISTRATION:**

At least **<u>four</u>** 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 9am-12 noon or 1-4pm, Monday through Friday*:

If you filed the Application for Name Change at:

201 W Jefferson, Phoenix ***or*** 18380 N 40th Street, Phoenix: **call 602-506-3397**
222 E Javelina Drive, Mesa, **call 602-506-2023**
14264 W Tierra Buena Lane, Surprise, **call 602-372-9402**

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

- If your spouse is not included in the requested name change, he/she must be notified about your request for name change and the scheduled hearing.
- If a parent of one or more of the minor children is not included in the requested name change, he/she must be notified about your request for name change and the scheduled hearing.
- Every minor child included in the requested name change that is 14 years or older, must sign a ***"Consent of Minor to Name Change"*** and have it notarized, or attend the hearing. One copy is included in this packet. If there is more than one minor 14 years or older, MAKE A COPY for each *before* filling out the form.

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

1. **IF THE PERSON 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 person complete either the ***"Consent of Parent to Name Change of a Minor Child and Waiver of Notice"*** or ***"Consent of Spouse to Name Change of an Adult and Waiver of Notice"*** and have it notarized. That document serves as your proof of notice. Bring the applicable signed and notarized consent form to the hearing. (If the request for name change is for a minor, and the minor's parent is not included in that request, have the other parent complete the form entitled, ***"Consent of Parent to Name Change of a Minor Child and Waiver of Notice."*** That document serves as your proof of notice. Bring the signed and notarized ***"Consent of Parent to Name Change of a Minor Child and Waiver of Notice"*** to the hearing.)

2. **IF THE PERSON DOES NOT AGREE WITH YOUR REQUEST OR YOU ARE NOT SURE IF HE/SHE AGREES** - Give the person(s) 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), and have it notarized. That notarized form serves as the proof of notice. Bring the signed and notarized ***"Acceptance of Service"*** to the hearing.

   OR

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 <u>certified mail/restricted delivery</u> (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 YOUR SPOUSE and/or THE OTHER PARENT LIVES: NOTICE BY PUBLICATION**

   IF LAST KNOWN ADDRESS IN MARICOPA COUNTY OR ANOTHER 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 AN 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** 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.

STEP 6: ATTEND THE HEARING

WHO: All adults who are requesting a name change MUST be present at the hearing. If the request includes a minor child who is 14 years or older, that child must either be present at the hearing or you may provide a notarized ***"Consent of Minor to Name Change"*** from the child consenting to the name change.

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BRING: **These documents are required for your hearing:**

- 2 copies of ***"Order Changing Name For: A Minor Child, An Adult, or An Entire Family"*** (To receive a certified copy of your Order, bring VISA/MasterCard, cash, money order, or personal in-state check to the hearing. If you wish to pay this amount by personal in-state check, please make the check payable to "Clerk of Superior Court.")
- Photo identification
- A Clerk stamped copy of all filed documents
- Proof of Notice as described above in Step 5.
- Divorce Decree (If applicable)
- Prior Name Change orders (If applicable)
- Proof of naturalization or resident alien status (If applicable)
- Copy of Orders of Protection and/or Injunctions Against Harassment still in effect
- Order terminating parental rights of the other parent (If applicable)
- Adoption decree (If applicable)
- Death certificate of minor child's parent (If applicable)
- If the persons requesting the change of name, or the child, are not United States citizens, a passport or proof of immigration status must also be provided at time of hearing, **AND**
- **A copy** (preferably a "Certified" copy) **of the child(ren)'s official, government issued birth certificate.** ***A HOSPITAL BIRTH CERTIFICATE will not meet Court requirements.***

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All adults seeking a name change should bring with them their passport, driver's license, or other government-issued photo identification.

- **Adults *seeking to change their birth records* MUST also 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.**

For adults *not* seeking to change their birth records, it is still *strongly* recommended that they bring their government-issued birth certificate to avoid possible delay.

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 along with payment in cash, personal in-state check or money order (payable to "Clerk of Superior Court"), or VISA/MasterCard (for each certified 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.

Vital Records offices at 1818 W. Adams, Phoenix, AZ 85007, are open between 8:00 a.m. and 4 p.m., Monday through Friday. **Free covered parking** is available one block east on 18th Avenue, between Van Buren and Adams Streets. You may also telephone Vital Records at 602-364-1300. You may experience lengthy hold times.

Always make a copy of any documents you submit to the Court, and keep a copy for your records.

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