

**YAVAPAI COUNTY**  
Self-Service Center

**PROCEDURES: HOW TO FILE FOR A COURT ORDER TO CORRECT  
MARRIAGE LICENSE**

**FOR ALL FORMS: TYPE OR WRITE CLEARLY. USE BLACK INK.**

**WARNING!** These are **NOT** the proper papers to request a legal name change. This packet will **ONLY** serve to request correction of errors that appear on a marriage license issued in Yavapai County.

**STEP 1:** Fill out the “**Application to Correct Marriage License**” and make one copy. Fill in the appropriate information on the “**Order Correcting Marriage License**” through and including item 3 in “The Court Orders” section.

**STEP 2: FILE THE PAPERS AT THE COURT:**

**WHO:** **Who may file the “Application to Correct Marriage License”?**  
*The person who seeks this change, or his or her attorney.*

**WHERE: GO TO THE CLERK OF SUPERIOR COURT TO FILE YOUR PAPERS:**  
The Court is open from 8:00 a.m. – 5:00 p.m., Monday-Friday. **You should go to the Court at least two hours before it closes.** You may file your court papers at the following locations:

Clerk of Superior Court  
YAVAPAI COUNTY COURTHOUSE  
120 S. Cortez Street  
Prescott AZ 86303-4737

Clerk of Superior Court  
Yavapai County Superior Court  
2840 N. Commonwealth Drive  
Camp Verde AZ 86322

**FEES:** When you file with the court, there are fees for petitions, responses, requests, motions, objections and various other actions. The court will accept payment in the form of cash, VISA/MasterCard debit or credit cards, money orders, or personal checks made payable to “Clerk of Superior Court”. Personal checks will be accepted with current picture ID. To check out the current fees go online to <http://www.co.yavapai.az.us/clerksupct.aspx> and find the link to the fees schedule on the top of the page, or call the Clerk’s Office in either Prescott at (928) 771-3312, or Camp Verde at (928) 567-7741.

**PAPERS:** Give one (1) original plus one (1) copy of the application and the Order to the Clerk along with the filing fee.

**WHAT THE CLERK WILL DO:** The Clerk will file and keep the original documents and stamp the set of copies. These are called “conformed” copies. The clerk will place all your original documents in your court file.

**STEP 3:** If a hearing is set, you will receive notification by mail from the Court.

**STEP 4: ATTEND THE HEARING** (if you receive notification from the Court that a hearing has been set)

- The person whose information is to be corrected on the marriage license **must** be present at the hearing.
- If the information to be corrected is the date of the marriage, the person filing the Application for Correction **must** attend.
- **Both** spouses must attend *unless the other spouse is incapable of attending*.

**BRING THESE DOCUMENTS TO YOUR HEARING:**

- **Government issued photo identification** for any person(s) who is/are requesting their information be changed on the marriage license.
- Copy of the **birth certificate of person(s) requesting his or her information be changed** on the marriage license.
- ***If the other spouse is deceased*, a copy of the death certificate.**
- Prior Name Change orders (if applicable).

If no hearing is set and the Judge approves your application without additional information, you will receive a copy of the Order Correcting Marriage License in the mail.

**NOTE:** Make a copy of any documents you submit to the Court and keep those copies for your records.

You can obtain a certified copy of the order at the Records Counter in either Clerk’s office. There is a fee for certified copies. Acceptable forms of payment are cash, personal check, money order, or VISA/MasterCard.