

YAVAPAI COUNTY
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 two copies.

STEP 2: Fill out the *“Civil Cover Sheet”*. Prepare a legal-sized, stamped self addressed envelope.

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: THE 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. It is recommended that you not bring your children with you.** You may file your court papers at either of the following Superior Court 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://courts.yavapai.us/clerk/fee-schedule/>, or call the Clerk’s Office in either Prescott at (928) 771-3312, or Camp Verde at (928) 567-7741.

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 or waiver** (delay or completely waive fees and/or costs) when you file your papers with the Clerk of the Court. The **Deferral or Waiver of Court Fees and/or Costs and Consent to Entry of Judgment Application** is available at **no charge** from the Clerk’s Office, though a fee for applying for the deferral will be added to your costs.

PAPERS: Give **one** Civil Cover Sheet and **one** original plus **two** copies of the application to the Clerk along with the filing fee.

Make sure the filing clerk stamps both of your copies and returns them to you.

STEP 4: THE CLERK OF COURT will: file and keep the original Application along with the Order and envelope and stamp your copy of the Application. This is called a “conformed” copy. The Notice of Hearing will be forwarded to the Court to set a date and time for the hearing. You must provide a self-addressed stamped envelope so that we may mail a copy of the Notice to you.

IF YOU REQUESTED A DEFERRAL OR WAIVER OF YOUR FILING FEE: The Application for Deferral or Waiver will be sent to the Judge. You will be notified in 3 to 5 business days of the ruling. If approved, then you may file your documents.

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 who 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 Clerk of Court office for filing. 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 Clerk of Court office for filing.
 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 Clerk of Court office for filing.
- 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 certified mail/restricted delivery (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 Clerk of Court office for filing. 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 YAVAPAI 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 Yavapai County at least once a week for four (4) consecutive weeks before the hearing.

IF LAST KNOWN ADDRESS IN AN ARIZONA COUNTY OTHER THAN YAVAPAI 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 Yavapai 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.

BRING: These documents are required for your hearing:

- Two 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.**

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 purchase a certified copy of your court order**, you will need to go to the Records Department with payment in cash, personal in-state check or money order (payable to "Clerk of Superior Court"), or VISA/MasterCard (for each certified copy). The Records Department offices are located in the courthouses at 120 S. Cortez St. in Prescott AZ 86303 **OR** 2840 N. Commonwealth Dr, Camp Verde AZ 86322.

Vital Records offices at 1818 W. Adams, Phoenix, AZ 85007, are open between 8:00 a.m. and 4:00 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.