

**YAVAPAI COUNTY  
Self-Service Center**

**WHEN YOU HAVE COMPLETED ALL FORMS:**

- Make one copy of the “**Voluntary Acknowledgment of Paternity**,” any necessary attachments (such as a lab report)\*, and the “**Order of Paternity**”.
- Separate your documents into two sets: one set of originals and one set of copies.
- The ORIGINAL set should include: (1) “**Sensitive Data Sheet**,” (1) “**Domestic Cover Sheet**,” (1) “**Voluntary Acknowledgment**,” (1) “**Order of Paternity**,” AND the lab report\*.
- The COPY should include: (1) “**Voluntary Acknowledgment**,” (1) “**Order of Paternity**,” and (1) lab report.\*

\* if you checked the box for “Genetic Testing” on the “**Voluntary Acknowledgment**”.

- Take both sets of papers to the Office of the Clerk of the Superior Court at either of these courthouse 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

If you are submitting your paperwork via the mail, you must also include a self-addressed, stamped envelope so the clerk can return the signed order to you.

**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.

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) before 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 if the deferral is approved.

Give both the Originals and the Copies to the Clerk.

**WHAT THE CLERK WILL DO:** The Clerk will sign and file the original Paternity Order and return a signed and stamped copy to you. The Clerk will also forward a copy of the Order to the Arizona Department of Vital Records (where they will enter the new information on the birth records) and to the Attorney General’s Office. “Certified” copies of the Order will be available for an additional fee.

**NOTE: After a Paternity Order is issued, either parent may file a request for Parenting Time (Visitation), Legal Decision-Making (Custody), or Support. IF that request is filed within 90 days after the Paternity Order is issued, and in the same county, there is no additional filing fee. (A.R.S. 25-812(c))**

**OBTAINING A COPY OF A NEW ARIZONA BIRTH CERTIFICATE:**

Arizona birth certificates are maintained by the Office of Vital Records, Department of Health Services, 1818 W. Adams Street, Phoenix, AZ 85007 (P. O. Box 3887, Phoenix, AZ 85030). For detailed information, see the Vital Records web site at <http://www.hs.state.az.us/vitalrcd/>

If you want a copy of the **NEW** Arizona birth certificate, allow three to six weeks for the change to be processed. Then, contact the Office of Vital Records (602) 364-1300. They will prepare the new certificate upon all of the following:

- petition
- payment of a fee, and
- presentation of personal identification. (It is helpful to have a copy of the **Order of Paternity** with you.)

Records may also be ordered online at [www.vitalchek.com](http://www.vitalchek.com).

For births since 1990, birth certificates may also be obtained from the Yavapai County Health Office at 1090 Commerce, Prescott, AZ 86305 or call (928) 442-5593 for information.