

**YAVAPAI COUNTY  
Self Service Center**

**How to Complete the Forms**

**TO COMPLETE THESE FORMS YOU WILL NEED:** the notarized or witnessed signatures of **both** the biological father and mother on the *Voluntary Acknowledgment* form. You will also need a lab report if you checked "Genetic Testing" on the *Acknowledgment*. **All Forms: TYPE OR PRINT IN BLACK INK.**

**"VOLUNTARY ACKNOWLEDGMENT OF PATERNITY"**

- (1) At top left, fill in the name, address, and phone number of the person filing the form. If you are an attorney, fill in the additional information.
- (2) List the name of the parent who is filing this document on the line for "Petitioner" and the name of the other parent on the line for "Respondent".
- (3) Leave the case number blank. The Court will provide the case number.
- (4) Fill in the ATLAS number IF one has been assigned. If there is none, leave the line blank.
- (5) List the name(s) of the child(ren) for whom you want the Court to issue an "Order of Paternity" on the lines marked provided. Below the names write in the birthdates and place of birth in the same order as the names are listed. If you need to list more children, write in "Continued on next page." Attach that page to the Acknowledgment and label it: "Parents Request Order of Paternity for:" and list the children's names, then their dates of birth, and places of birth as on the first page.
- (6) Fill in the information requested for the mother of the minor children.
- (7) Fill in the information requested for the biological father of the minor children, including where the father was born (city, state, and country).
- (8) Mark the one box for either "Affidavit" or "Genetic Testing" as described below, that states the basis of your request for the Court to establish paternity by the person named as the natural father on the Acknowledgment.
  - **Affidavit of Acknowledgment:** Mark this box if **both** parents are signing this acknowledgment of paternity to tell the Court that you both agree that the man named as father on the Acknowledgment IS the father, **OR**
  - **Genetic Testing:** Mark this box if both parents agree to be bound by the results of genetic testing and you have a copy of the test results showing that the individual named as the father has not been excluded as the biological father.
- (9) Optional: IF you want the Court to order Vital Records to change the minor child(ren)'s name(s) on the birth certificate(s) (to give them the father's last name (or otherwise), list the *new name(s)* on the lines provided. List the minor children in the same order as on the first page. If you need more lines to list additional minor children, write in "Continued on next page," attach that page and label it "Parents request" for name change" and list the minor children in the same (d),(e),(f) order previously done for any "extra" children.

**Signing and filing this affidavit will permanently affect your legal rights and responsibilities relating to the children named in the *Voluntary Acknowledgment of Paternity*. You may want to consult a lawyer before signing this document.**

- (10) **SIGNATURES:** The biological mother AND father must both sign the form in front of a Notary Public, Clerk of the Court, or a witness over the age of 18 and not related to either parent. By signing this form, you are telling the Court, under penalty of law, that the information on the form is true and correct to the best of your knowledge.

**ORDER OF PATERNITY (A.R.S. §25-812) TYPE OR PRINT NEATLY USING BLACK INK.**  
**Information on the “Order of Paternity” must match the information in the Acknowledgment form.**

- (1) Write in the name of the parent filing the form as the Petitioner.
- (2) Write in the name of the other parent on the line below as the Respondent.
- (3) Leave the case number blank. The Court will provide the case number.
- (4) Fill in the ATLAS number IF one has been assigned. If there is none, leave the line blank.
- (5) For each minor child, fill in the name, date of birth, place of birth, as listed in the Acknowledgment.
- (6) Fill in the name and other requested information for the natural mother as listed in the “*Voluntary Acknowledgment of Paternity*”.
- (7) Fill in the name, date of birth, place of birth, and current address of the natural father.
- (8) Write in the full name of the father as it appears on his birth certificate, or if he has changed his name legally, check the box and write his current legal name.
- (9) If you want to change the legal name(s) of the child(ren) because of this paternity order, enter the new name(s) exactly as you want them to appear on the amended birth certificate(s).

**STOP! Leave the rest of the form blank. Court staff will fill in the rest of the form.**

**AFTER YOU HAVE COMPLETED ALL FORMS: Go to the “PROCEDURES” page at the end of this packet.**