

YAVAPAI COUNTY
Self-Service Center

**INSTRUCTIONS: PETITION FOR APPOINTMENT
 OF A GUARDIAN OF A MINOR**

TYPE OR PRINT USING BLACK INK ONLY.

PROBATE COVER SHEET. Complete "Petitioner/Applicant/Affiant Information" section, "Petitioner's Attorney Information" section, "Ward Information" section and mark "Type of Action" at the bottom of the page. Do not fill in the "Case Number". The case number will be assigned by the Clerk of the Court when you file the papers. This becomes the case number you must use on all court papers after the first filing.

PROBATE INFORMATION FORM (CONFIDENTIAL DOCUMENT)

"In the Matter of" is the name of the minor child(ren), the proposed ward(s), you believe need a guardian.

Do not fill in Case Number or Date.

Provide the information requested in the section "Information about the person alleged to be incapacitated or in need of protection".

Do not complete the information requested in the section "Information about the deceased person".

Provide the information requested in the section "Description of Proposed Guardian/Conservator or Personal Representative" and "Description of Proposed Co-Guardian/Conservator or Personal Representative".

PETITION FOR APPOINTMENT.

- ✓ Be sure your form is titled PETITION FOR APPOINTMENT OF GUARDIAN OF A MINOR in the upper right of the first page.
- ✓ Fill in your name, mailing address and daytime phone number in the top left corner.
- ✓ Fill in the name of the Minor child (the proposed ward) you believe needs a guardian.
- ✓ 1. Complete the information about yourself.
- ✓ 2. Complete the information about the Minor (the proposed ward).
- 3. List the persons who are entitled to receive notice of this matter. Pursuant to A.R.S. § 14-5207, these include the minor if at least fourteen years of age; the person who has had the principal care and custody of the minor during the sixty days preceding the date of the petition; any living parent of the minor.
- ✓ 4. List any assets the Minor has or mark the box if there are none.
- ✓ 5. Give information about the person to be appointed only if that person is **NOT** the Petitioner.

- ✓ 6. The Court must know if there has already been a guardian or conservator appointed for the Minor, or if there are court proceedings pending (on-going) to appoint such a person. Mark whichever box is true. If there are pending proceedings or someone has already been appointed, you **MUST** give the Court the information requested.
- ✓ 7. Tell the Court about the status of parental rights to the Minor.
- ✓ 8. Check all boxes you think describe the relationship between the person to be appointed guardian and the Minor (proposed ward).
- ✓ 9. Explain in detail why you believe the Minor needs a guardian.
- ✓ **REQUIRED STATEMENTS:** All three statements **MUST BE TRUE** or you cannot file for guardianship of a minor in Yavapai County. The required **Disclosure Pursuant to A.R.S. § 14-5106** is included in this packet and must be filed at the same time as this Petition.
- ✓ The last four statements are the requests you are making to the Court.

THIS DOCUMENT MUST BE SIGNED IN FRONT OF A NOTARY PUBLIC.

ABOUT FINGERPRINTS

Arizona law requires any person seeking to be appointed guardian of a minor, who is unrelated by blood to the minor, **MUST** undergo a background check by the Department of Public Safety.

GETTING FINGERPRINTS TAKEN

1. Get a blank fingerprint card from the Clerk of Superior Court at the time you file the Petition. (See What to Do after I Complete All the Documents in this packet.) The top portion of the card must be completed by the person to be fingerprinted.

2. The proposed guardian reports to either of these locations to be fingerprinted:

Yavapai County Sheriff's Office	or	Verde Valley Detention Center
255 E Gurley Street		3505 West Highway 260, Ste 105
Prescott, AZ 86303 (Phone:771-3260)		Camp Verde, AZ 86322 (Phone:567-7734)

These agencies fingerprint on Tuesday and Thursday from 1:00 p.m. to 4:00 p.m. **You must bring your completed fingerprint card and picture identification.** There is a \$5.00 fee for getting fingerprints taken.

3. Return the card with your fingerprints to the Clerk's office. The cost of processing each fingerprint card is **\$24.00**, by money order or cashier's check only, made payable to the **Arizona Department of Public Safety**. This must be paid at the time the fingerprint card is presented at the Clerk's office. The background check takes an average of 8 to 10 weeks.

Because of how much time the background check takes, get the fingerprints taken as soon as possible after filing your Petition and bring the card to the Clerk's office immediately so the reports from DPS and the FBI are received by the Court before the hearing date.

GO ON TO: DISCLOSURE AFFIDAVIT PURSUANT TO A.R.S. § 14-5106