INSTRUCTIONS

How Long Does It Take?: It usually takes about two weeks to get a court order changing your name.

No Name: If you want to add a first name to a birth certificate that doesn't list one, enter the current legal first name as "No Name" on these forms. (For example, "No Name Smith".)

STEP 1: FILL OUT THE CIVIL COVER SHEET

Under "Plaintiff's Name and Address", list your name and address. If you're changing a child's name, also list the name and address of each child and the other parent. (Write on the back of the page if you need more room.)

Leave the rest of the form blank.

STEP 2: FILL OUT THE PETITION FOR NAME CHANGE

(1) Enter the name you use and your street address; city, state, and zip code; and phone number.
(2) Enter the current legal name of each person whose name you're changing.
(3) Check the box(es) indicating whether you want to change the name of an adult, a minor, or both.
(4) If you want your own name changed, enter your current legal name, new name, birthdate, and birthplace. Then fill in the rest of the section called "My Name Change," as follows:
    (5) Check the box indicating whether you've been convicted of a felony. If you're currently facing felony charges, list the charges.
    (6) Check the box indicating whether you have changed your name before. If yes, enter each former name, the dates you had it, and why you changed it.
(7) If you want your child's name changed, enter each child's current legal name, new name, birthdate, and birthplace.
(8) If you want your child's name changed and paternity has not been legally established and the other parent will not sign, check the box.
(9) Enter why you want each name changed.
(10) Read the Petition and make sure that you understand everything in it and that everything in it is true. Sign in front of a notary. If the other parent is signing, have the other parent sign in front of a notary. Notaries are at the Self-Help Center in the Courthouse and at most banks or listed in the Yellow Pages. The person signing must bring photo ID. Notaries usually charge a fee.

STEP 3: FILL OUT THE ORDER CHANGING NAME

(1) Enter the name you use and your street address; city, state, and zip code; and phone number.
(2) Enter the current legal name of each person whose name you're changing.

(3) Check the box(es) indicating whether you want to change the name of an adult, a minor, or both.
(4) For each person whose name you want changed, enter the current legal name, new name, and birthdate.
(5) If you want a birth certificate issued with the new name, check the box.

STEP 4: FILE THE FOLLOWING WITH THE COURT

Take or mail the original and two copies of the following to the Clerk's Office in the Coconino County Courthouse at 200 N. San Francisco St., Flagstaff, AZ 86001.

[ ] Civil Cover Sheet
[ ] Petition for Name Change
[ ] Order Changing Name

Also take or mail the $246 filing fee. The Clerk's Office accepts cash, money orders, and cashier's checks payable to "Clerk of Superior Court". If you can't afford the fee, see the Self-Help Center packet *Paying a Filing Fee in Installments*.

The Clerk will stamp your copies with the filing date and return them to you for your records. If you file by mail, include a self-addressed, stamped envelope and a note asking the Clerk to return the date-stamped copies to you.

STEP 5: THE COURT WILL MAIL YOU THE SIGNED ORDER

The Court will mail you a copy of the Order stamped with the judge's signature once the judge signs it. This is called a "conformed" copy. It is not a "certified copy".

You will need a "certified copy" of the Order to get a new birth certificate, driver's license, or social security card or for other official purposes. To get a certified copy, you must pay the Clerk's Office $26, plus $0.50 per page, in the form of cash, cashier's check, or money order payable to "Clerk of Superior Court". If you pay these fees when you file the Petition and Order, the Court will mail you the certified copy once the judge signs the Order. You can also go back to the Clerk's Office at a later date to pay the fee and receive a certified copy of the Order.