

## PROCEDURES: HOW TO FILE FOR A CHANGE OF NAME WITH THIS COURT FOR A MINOR

**STEP 1** Fill out the ***“Application for Change of Name for a Minor”*** and make 2 copies.

**STEP 2** Fill out the ***“Civil Cover Sheet”*** and check box for “Change of Name” on page 2.

**STEP 3** **FILE THE PAPERS AT THE COURT:**

**WHO:** Who must file the ***“Application for Name change of a Minor Child?”***  
The parent or guardian of that child, or the attorney of the parent or guardian.

**GO TO:** GO TO THE CLERK OF COURT TO FILE YOUR PAPERS:

**You may file your papers from at any of the following Superior Court locations:**

**Clerk of the Court**  
Mohave County Superior Court  
415 E Spring Street  
Kingman, AZ 86401  
(928) 753-0713  
(Hours: 8:00 – 5:00)

**Clerk of the Court**  
Mohave County Superior Court  
2225 Trane Road  
Bullhead City, AZ 86442  
(928) 758-0730  
(Hours: 8:30 -12:00 & 1:30-4:30)

**Clerk of the Court**  
Mohave County Superior Court  
2001 College Drive  
Lake Havasu City, AZ 86403  
(928) 453-0701  
(Hours: 8:30 -12:00 & 1:30-4:30)

- If you cannot or do not want to file the documents in person, you can also mail the documents to the Clerk of the Court. Provide a self-addressed, stamped envelope with proper postage so that the Clerk can return your “conformed” (stamped by court staff) copies to you.

**Mail to:** Clerk of Superior Court  
P.O. Box 7000  
Kingman, AZ 86402

**FEES:** There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the “Clerk of Superior Court” are acceptable forms of payment.

Go online to <http://www.mohavecourts.az.gov> for a list of current fees.

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 (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge.

**PAPERS:** Give one Civil Cover sheet and one original plus two copies of the application to the Clerk of the Court along with the filing fee. The clerk will keep the originals, stamp the extra copies to show that these are copies of papers you have filed with the court, and return the stamped (now called “conformed”) copies to you.

**STEP 4** **SCHEDULING YOUR HEARING:** You will be notified of the date, time and place of the court hearing. You must then complete the ***“Notice of Hearing Regarding Application for Change of Name”*** form with the information received from the Court. The completed ***“Notice of Hearing Regarding Application for Change of Name”*** form must be filed with the Clerk of the Court at one of the locations listed in Step 3.

**STEP 5** **NOTIFY ANY INTERESTED PARTY:**

**WHO:** You must notify the other parent of the minor child (or both parents if you are the minor child’s guardian) about your request for name change and the scheduled hearing. If the

minor child is 14 years or older, he/she must sign a notarized consent to the name change request, or attend the hearing.

**HOW TO NOTIFY:** If you know where the person lives, you can do one of the following:

1. IF THE PARENT 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 parent complete the form entitled, **“Consent of Parent to Name Change of a Minor Child and Waiver of Notice”** and have it notarized. 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 hearing.
2. IF THE PARENT DOES NOT AGREE 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 sign an **“Acceptance of Service.”** (That form is available on our website at [www.mohavecourts.az.gov](http://www.mohavecourts.az.gov).) That notarized form serves as the proof of notice. Bring the signed and notarized **“Acceptance of Service”** to the hearing; **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 hearing. The person who should receive notice of the hearing must sign the return receipt.

4. IF YOU DO NOT KNOW WHERE A PARENT LIVES: NOTICE BY PUBLICATION

IF LAST KNOWN ADDRESS IS MOHAVE 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 Mohave County at least once a week for four (4) consecutive weeks before the hearing.

IF LAST KNOWN ADDRESS IS AN ARIZONA COUNTY OTHER THAN MOHAVE 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 Mohave County and in 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.

In addition to the Affidavit from the newspaper, you also must complete an **“Affidavit Supporting Publication,”** a notarized statement explaining in detail what efforts you made to locate the person(s). Bring that statement with you to the hearing. The Court will not accept notification by publication unless diligent efforts have been made to locate the person for whom notification is required. For more information regarding service by publication, please go to the list of Superior Court Forms at [www.mohavecourts.az.gov](http://www.mohavecourts.az.gov) for **“Service of Court Papers When You Cannot Find the Other Party.”**

**STEP 6**

**ATTEND THE HEARING:**

**WHO:** The adult who is requesting the name change for the minor child **MUST** be present at the hearing. In addition, if the request is for a minor who is 14 years or older, that child must either be present at the hearing or you may provide a notarized statement from the child consenting to the name change.

**BRING THESE DOCUMENTS TO YOUR HEARING:**

- Two copies of “**Order Changing Name for a Minor**” for the judge to sign. One copy will go in the court file and the other will be prepared for certification and returned to you.
- There is a court fee for each certified copy.
- Photo identification for any person(s) who requests the change of name
- A clerk stamped copy of all filed documents
- Proof of Notice as described above in Step 5
- Notarized consent from the other parent or proof that the other parent was served with notice of the Application and the hearing date, time, and place, OR Order terminating parental rights of the other parent (If applicable)
- Prior Name Change orders (If applicable)
- Proof of naturalization or resident alien status (If applicable)
- A copy (preferably a “Certified” copy) of the child(ren)’s official, government-issued birth certificate. A HOSPITAL BIRTH CERTIFICATE IS NOT SUFFICIENT.
- Adoption decree (If applicable)
- Proof of Guardianship (if applicable)
- If the person requesting the change of name, or the child, is not a United States citizen, a passport or proof of immigration status must also be provided at time of hearing.

- If you are asking to change a child’s birth record, you MUST also bring a copy of the child’s 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.

**Always make sure that you make a copy of any documents you submit to the Court, and keep those copies for your records.**

**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 get a certified copy of your Court Order you will need to present your judge-signed copy along with payment in cash, personal in-state check or money order (payable to “Clerk of Superior Court”), or VISA/Mastercard (for each certified copy) to the Clerk of Court filing counter.**

**Vital Records offices are at 1818 W. Adams, Phoenix, AZ 85007, and are open between 8:00 a.m. and 4 p.m., Monday through Friday. Free covered parking is available one block east on 18<sup>th</sup> Avenue, between Van Buren and Adams streets. You may also telephone Vital Records at 602-364-1300 or go online at [www.vitalchek.com](http://www.vitalchek.com).**