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**STATE OF ARIZONA**

**NAME CHANGE**

**ADULT PACKET**

**Control Number - AZ -NAME-1**

This packet contains the following:

1. Instructions;
2. Forms List; and
3. Access to Arizona Law Summary.

## I. EXPLANATION OF APPLICATION FOR CHANGE OF NAME

- A. In Arizona, an action for a court ordered Change of Name begins with the filing of an Application for Change in the Superior Court in the county in which they reside. The Application must contain certain information. The forms in this packet include the necessary information for an Adult Name Change in the State of Arizona.
- B. You can use this packet if:
- ▶ You are at least 18 years of age.
  - ▶ You have proper and reasonable cause for the requested change of name.
  - ▶ You are not changing your name to avoid debts or defraud creditors.

## II. WHAT FORMS ARE INCLUDED

For an Adult with a minor child:

- A. Civil Cover Sheet - (AZ-NC-103) -
- B. Application for Change of Name (AZ-NC-010) - This document states the reasons and other required details for your name change.
- C. Notice of Hearing (AZ-NC-101) - Notice that your Application for Change of Name has been filed and the matter has been set for hearing. This should be published in the newspaper prior to the hearing.
- D. Order of Name Change (AZ-NC-104) - This is the final statement of the legalities and terms of your name change. Once this form is signed by the Judge and filed with the court, the name change is effective.
- E. Affidavit of Service by Certified Mail (AZ-NC-102) - This document demonstrates for the court that proper service was made upon interested parties.
- F. Parental Waiver of Notice (AZ-NC-107) - This document provides consent to the other parent's requested name change. Use this form only where the adult petitioner has at least one minor child.
- G. Marital Waiver of Notice (AZ-NC-100) - This document provides consent to a spouse's requested name change. **Use only if married at the time the Application for Name Change is filed.**

For an Adult with no minor children: The same forms are used as in the case of an adult with minor children with one exception. For an adult name change where the

adult does not have a minor child(ren), it is NOT necessary to use the form entitled "Parental Waiver of Notice" (AZ-NC-107).

If you did not order a completion package and need access to the download page again for any of the above forms, please check your email for a link to that will redisplay the page for you.

### **III. PROCEDURE FOR CHANGE OF NAME (ADULT) FOR THE STATE OF ARIZONA**

#### **A. Preliminary Note:**

1. The attached forms may be completed by:
  - a. Printing the forms and completing by hand. Use black ink and print neatly.
  - b. Printing the forms and completing using a typewriter.
  - c. By completing the forms on your computer using a word processing program and then printing the forms.
2. Use complete names and not initials. Check your spelling carefully, a misspelled word can delay your name change.
3. Print three (3) complete sets of forms.
4. All forms with a heading - the name of the court, the Applicant's name, the case number, and the name of the document - require that the heading be completed. You will need to add the name of the court and the full name of the Applicant. The "Case No." will be assigned by the court clerk at the time of filing.
5. Forms that require your signature and include a notary block **MUST** be signed in the presence of the notary or court clerk who will complete the acknowledgement. Use your complete name - first name, middle name, last name.
6. When a form is filed with the court, request the clerk "file-stamp" one copy of the form for your file.
7. A Law Summary has been included at the end of this form packet. **Review the Law Summary before beginning the process of completing the forms.**

#### **B. Summary of Procedure - (Title 12, Chapter 6, Sections 12-601 through 12-602, inclusive, A.R.S.A.)**

1. The process for obtaining a name change for an adult in the State of Arizona begins with the filing of an Application for Change of Name with the Superior Court in the jurisdiction in

which Applicant resides. The Application informs the Court of the Applicant's name, the name the Applicant wishes to adopt, and the reasons for the requested change of name.

2. After the Application is filed and the required fee is paid, the Court will set the Application for a hearing. The Court may require the Applicant to give public notice of the relief requested and the date of the hearing in a local newspaper and/or by service upon any interested party.
3. The Hearing is generally brief and fairly informal. It is important to be on time and prepared to explain to the Court your reasons for the requested change of name.
4. At the hearing, if the court is satisfied there is no reasonable objection to the name change and that it is consistent with the public interest, the Court will issue an Order changing the Applicant's name.

#### C. Procedure

- Step 1: Complete all the forms using complete names - middle names instead of middle initials.
- Step 2: File the Application in the Superior Court in the county in which you are a resident and pay the appropriate fee.
- Step 3: Submit the Notice of Hearing to the Clerk of the Court for the assignment of a court date. The Clerk will direct you to the local newspaper approved for publication of the Notice of Hearing.
- Step 4: Take the Notice of Hearing to the designated newspaper and request publication as directed by the Clerk. At the end of the publication period, you will be able to obtain from the newspaper an Affidavit of Publication with an attached copy of the published Notice of Hearing. The Affidavit and attachment are then filed with the Clerk of the Court.
- Step 5: At the hearing, any persons objecting to the requested Name Change will be heard by the Court; and the Court may examine, upon oath, the Applicant or other persons concerning the Application.
- Step 6: If the Court is satisfied as to (1) the truth of the allegations contained in the Application; (2) that the required Notice has been published; and, (3) that there is a reasonable and proper basis for the requested change of name, the Court will issue the Order of Name Change.

Step 7: When the Court signs the order, the Applicant, if he/she holds a certificate, registration, title, license, permit, or other form, must notify the Arizona Department of Transportation, Motor Vehicle Division in writing of the change of name within ten (10) days of the date of the order.

Step 8: Request from the State Registrar of the Arizona Department of Health Services any forms they require to amend a birth certificate. Provide a certified copy of the Order Changing Name and request the Applicant's name be changed and his/her birth certificate be amended to reflect the change.

### **NOTE ABOUT COMPLETING THE FORMS**

The forms in this packet contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

If you do not see the gray shaded form fields, go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a shaded letter “a”. Click in this button and the form in the fields.

If you need to make any changes in the body of the form, it is necessary for you “unlock” or “unprotect” the form. **IF YOU INTEND TO MAKE CHANGES TO THE CONTENT, DO SO BEFORE YOU** fields will be visible.

The forms are locked which means that the content of the forms cannot be changed. You can only fill in the information **BEGIN TO FILL IN THE FIELDS. IF YOU UNLOCK THE DOCUMENT AFTER YOU HAVE BEGUN TO COMPLETE THE FIELDS, WHEN YOU RELOCK, ALL INFORMATION YOU ENTERED WILL BE LOST.** To unlock click on “Tools” in the Menu bar and then selecting “unprotect document”. You may then be prompted to enter a password. If so, the password is “uslf”. That is uslf in lower case letters without the quotation marks. After you make the changes relock the document before you begin to complete the fields.

After any required changes and re-protecting the document, click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. If problems, please let us know.

## **LAW SUMMARY**

**The law summary for this package may be located and printed from the following address:**

<http://www.uslegalforms.com/az/AZ-NAME-1.htm>

## **DISCLAIMER**

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