

# VOLUNTARY PATERNITY – PROCEDURES

## A.R.S. §25-812

### WHEN YOU HAVE COMPLETED ALL FORMS:

- Make one copy of the “**Voluntary Acknowledgment of Paternity,**” any necessary attachments (such as a lab report)\*, and the “Order of Paternity.”
- Separate your documents into two sets: one set of originals and one set of copies.
- The ORIGINAL set should include: (1) “Family Court Confidential Sensitive Data form, (1) Voluntary Acknowledgment,” (1) “Order of Paternity,” (1) Family Court Electronic Distribution Opt-Out Or Consent, (1) AND the lab report (if you checked “Genetic Testing” in (8).
- The COPY should include:
  - (1) “**Voluntary Acknowledgment**”
  - (1) “**Family Court Electronic Distribution Opt-Out Or Consent**”
  - (1) “**Order of Paternity,**” AND
  - (1) lab report (if you checked the box for “Genetic Testing” in (8) on the “**Voluntary Acknowledgment.**”)
- Take both sets of papers to the Office of the Clerk of the Superior Court at any of the Mohave County Courthouse locations:

**Clerk of Superior Court**  
**415 E. Spring St.**  
**Kingman, AZ 86401**  
**(928) 753-0713**  
Monday-Friday  
8:00a-5:00p

**Clerk of Superior Court**  
**2225 Trane Road**  
**Bullhead City, AZ 86442**  
**(928) 758-0730**  
Monday-Friday  
8:30a-12:00p, 1:30p-4:30p

**Clerk of Superior Court**  
**2001 College Drive**  
**Lake Havasu City, AZ 86404**  
**(928) 453-0701**  
Monday-Friday  
8:30a-12:00p, 1:30p-4:30p

**FEES:** There are fees for filing petitions, responses, requests, motion, objection, 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.

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 the office of the Clerk of the Court.

- Give both the originals and the copies to the clerk.

The clerk will sign and file the original Paternity Order and return a signed and stamped copy to you. The clerk will also forward a copy of the Order to the Arizona Department of Vital Records where they will enter the new information on the birth records, and to the Attorney General’s office as well. “Certified” copies of the Order are available for an additional fee.

**NOTE:** After a Paternity Order is issued, either parent may file a request for Parenting Time (Visitation), Legal Decision Making, or Support. If that request is filed within 90 days after the Paternity Order is issued, and in the same county, there is no additional filing fee.

### OBTAINING A COPY OF A NEW ARIZONA BIRTH CERTIFICATE:

Arizona birth certificates are maintained by the Bureau of Vital Records, Department of Health Services, 150 North 18th Ave., Ste 120 Phoenix, AZ 85007 (P.O. Box 6018, Phoenix, AZ 85005). For detailed information, see the vital Records web site at <https://www.azdhs.gov/licensing/vital-records/index.php>

If you want a copy of the NEW Arizona birth certificate, allow three to six weeks for the change to be processed. Then, contact the Office of Vital Records (Telephone (602) 364-1300). They will prepare the new certificate upon all of the following:

- petition,
- payment of a fee, and
- presentation of personal identification. (It is helpful to have a copy of the “**Order of Paternity**” with you.)

Records may also be ordered online at [www.vitalchek.com](http://www.vitalchek.com)