VOLUNTARY ACKNOWLEDGMENT OF PATERNITY - INSTRUCTIONS

HOW TO COMPLETE ALL FORMS

To complete these forms you will need: the notarized or witnessed signatures of both the biological father and mother on the *Voluntary Acknowledgment* form. You will also need a lab report if you checked "Genetic Testing" in item **(8)** on the *Acknowledgment*.

(All forms: Type or Print in black ink)

1st FORM: *"FAMILY COURT COVERSHEET"*

Case type: Check only one box that matches the legal procedure for which you are filing the documents in this packet: **[X] Paternity.**

Write in the information requested about the petitioner and the respondent.

   DO NOT INCLUDE MAILING ADDRESS ON THIS FORM IF REQUESTING ADDRESS PROTECTION.

Attorney: If you are represented by an attorney, provide his/her name and bar number.

Interpreter: **C**heck "yes" or "no" to indicate whether an interpreter is needed. If "yes," write in what language(s).

Write in the information requested about any children under the age of 18.

2nd FORM: *"CONFIDENTIAL SENSITIVE DATA FORM"*

At top left, fill in the name, address, phone number of the person filing the form.

Fill in the ATLAS number if one has been assigned, if not, leave blank.

If you are represented by an attorney, provide his/her name and bar number.

Fill in case number if known, otherwise the court will provide one.

Fill in all personal information regarding petitioner, respondent and any minor child(ren) under the age of 18.

Social Security & Account Numbers can be omitted on other forms when included on this form.

   THIS IS NOT A PUBLIC RECORD. DO NOT PROVIDE A COPY OF THIS DOCUMENT TO THE OTHER PARTY.

3rd FORM: *"VOLUNTARY ACKNOWLEDGMENT OF PATERNITY"*
Match each numbered instruction to the same numbered item on the Acknowledgment and Affidavit.

(1)   At top left, fill in the name, address, and phone number of the person filing the form.

(2)   Fill in the ATLAS number IF one has been assigned; if none, leave blank.

(3)   List the name of the parent who is filing this document on the line for "Petitioner" and the name of the other parent on the line for "Respondent."

(4)   Leave this item blank. The court will provide the case number.

(5)   List the name(s) of the minor child(ren) for whom you want the court to issue an *"Order of Paternity"* on the lines marked (a), (b), and (c). Below the names, write in the birthdates and place of birth in the same "abc" order. If you need to list more children, write in "Continued on next page." Attach that page and label it **"Parents Request Order of Paternity for"** and list the children's names (as (d), (e), (f), etc. as appropriate), and then their dates of birth, and places of birth as in (5) on the first page.

(6)   Fill in the information requested for the mother of the minor child(ren).

(7)   Fill in the information requested for the biological father of the minor child(ren) including where the father was born (city, state, and country).

(8)   Mark the one box for either **"Affidavit"** or **"Genetic Testing"** as described below, that states the basis of your request for the court to establish paternity by the person named as the natural father on the Acknowledgment.

- **Affidavit of Acknowledgment**—Mark this box if both parents are signing this acknowledgment of paternity to tell the court that you both agree that the man named as father on the Acknowledgment is the father, **OR**

- **Genetic Testing—**Mark this box if both parents agree to be bound by the results of genetic testing and you have a copy of the test results showing that the individual named as the father has not been excluded as the biological father.

(9)   Optional: IF you want the court to order Vital Records to change the minor child(ren's) name(s) on the birth certificate(s) (to give them the father's last name (or otherwise), list the new name(s) on the lines provided. List the minor children in the same (a), (b), (c), order as in (5) on the first page. If you need more lines to list additional minor children, write in "Continued on next page," attach that page and label it "Parents Request for Name Change" and list the minor child(ren) in the same (d), (e), (f), order previously done for any "extra" minor child(ren).

> Signing and filing this affidavit will permanently affect your legal rights and responsibilities relating to the minor child(ren) named in the ***Voluntary Acknowledgment of Paternity***. You may want to consult a lawyer before signing this document.

(10)   SIGNATURES: The biological mother AND father must both sign the form in front of a Notary Public, Clerk of the Court, or a witness over the age of 18 and not related to either parent. By signing this form, you are telling the Court, under penalty of law, that the information on the form is true and correct to the best of your knowledge.

4th FORM: *"ORDER OF PATERNITY"* (A.R.S. §25-812)

FOLLOW THESE INSTRUCTIONS WHICH ARE NUMBERED TO MATCH THE IDENTIFYING NUMBERS ON THE FORM. TYPE OR PRINT NEATLY USING <u>BLACK</u> INK.

(1)   Write in the name of the parent filing the form.

(2)   Write in the name of the other parent on the line below.

(3)   Leave this line blank. The Clerk's Office will supply the case number.

(4)   Fill in the ATLAS number if one has been assigned; if none, leave blank.

(5)   For each minor child, fill in the name, date of birth, place of birth, as listed in Item 5 of the Acknowledgment.

(6)   Fill in the name and other requested information for the natural mother as listed in Item 6 of the **"Voluntary Acknowledgment of Paternity."**

(7)   Fill in the name, date of birth, and place of birth of the natural father.

(8)   Write in the full name of the father as it appears on his birth certificate, or if he has changed his name legally, check the box and write his current legal name.

(9)   If you want to change the legal name(s) of the minor child(ren) because of this paternity order, enter the new name(s) exactly as you want them to appear on the amended birth certificate(s).

<center>**STOP! Leave the rest of the form blank. Court staff will fill in the rest of the form.**</center>

<center>**AFTER YOU HAVE COMPLETED ALL FORMS: Go to the "Procedures" page at the end of this packet.**</center>