

Instructions for Name Change – Adult

Packet contains: Civil Information Sheet – Petition for Change of Name – Notice by Certified Mail – Order Changing Name

Caution: Use of forms without the assistance of an attorney could harm your legal rights. You may want to have an attorney review your completed forms before you file them with the court. These are basic forms and may not cover every situation.

Read Directions Completely – Please Type or Print Neatly

1. Petitioner: Complete a Civil Cover Sheet. You will only need to complete the Plaintiff information section. When selecting the nature of the suit, mark the “Other Civil” box located in the civil section.
2. Complete the Petition for Change of Name except for the case and court numbers. Insert only your **YEAR** of birth where indicated.
3. Sign the Petition for Change of Name. Your signature is your affirmation that you are not requesting the change of name for any improper purpose, it is allowed under current law, and that all of the information in the petition is accurate to the best of your knowledge.
4. File the original and 1 copy of the Petition for Change of Name with the Clerk of the District Court in the county in which you reside and pay the required filing fee. (Check with the Clerk to find out the fee applicable in your county.)
5. Obtain a case number and court division assignment from the Clerk of the District Court when you file.
6. The Clerk will provide a date and time for a hearing before the court.
7. In **Sedgwick County**, you will give notice by **Certified Mail** unless otherwise ordered by the Court.

Each Notice by Mail should be sent by registered (certified) mail – return receipt requested. Bring the return receipt(s) with you to the hearing for filing with the Clerk of the District Court.

ONLY if ordered by the court in Sedgwick County, Notice by Publication requires that you publish notice of the hearing once a week for three consecutive weeks in a newspaper authorized by law to publish legal notices and is published in the county where the action is filed. No judgment can be entered until the proof of service is approved by the court and filed. The newspaper may send a statement of publication directly to you. If it is sent to you be sure to bring it with you to the hearing for filing with the Clerk of the District Court.

8. Complete the Order Changing Name for the judge's signature. Bring it along with proof of notice of the hearing (see #6).
9. After your hearing, make several copies of the signed Order Changing Name. File the original Order Changing Name with the Clerk of the District Court and ask the Clerk to File-Stamp the additional copies at that time. (Social Security, credit card companies, etc. will need a file stamped copy of the order.)

IMPORTANT INFORMATION ABOUT BIRTH CERTIFICATES

You are not required to report your name change to the Office of Vital Statistics. Send a file stamped copy of the Order Changing Name to Vital Statistics, along with a request letter and the appropriate fee, only if you want to amend your birth certificate to reflect your new name.