

Part 1: File forms

Is this name change confidential?

No

Fill out three forms:

- 1.) Petition for Name Change (CV-450)
- 2.) Notice and Order for Name Change Hearing (CV-460)
- 3.) Order for Name Change (CV-470)

Fill out Petition for Confidential Name Change for Adult or Minor 14 or Older (CV-451)

Is the \$165 court filing fee affordable?

No

Complete Petition for Waiver of Fees and Costs (CV-410A)

File forms with county clerk of courts

Yes

Part 2: Prep for hearing

Filing with the clerk sets the hearing process in motion. The petitioner will be assigned a judge and hearing date. Follow the clerk's instructions, which vary by county. (Confidential name changes don't require the publication step.)

Publish the notice and order for name change hearing for three consecutive weeks. This can cost \$75-125.

Prepare required documentation for hearing: the previously filed forms, proof of publication affidavit, an official birth certificate, unexpired state ID, and proof of address if different than what's printed on ID.

Part 3: Attend hearing

Arrive 30 minutes early. Wear comfortable court appropriate clothing. Bring supportive folks.

Typically the judge verifies the information on the submitted forms and signs the order assuming requirements are met.

File name change order with county clerk of courts and order certified copies (at a cost of \$5-10 per copy).

Part 4: Update IDs and accounts

Update Social Security Card first

Update State ID a few business days after social security

Update name (and gender marker if desired) on birth certificate. Case number is same as name change.