

**FAMILY COURT SERVICES**  
**825 North Orange Avenue, Room 103**  
**Green Cove Springs, FL 32043**

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**CHECKLIST FOR:**  
**PETITION FOR CHANGE OF NAME (FAMILY)**

You may obtain the following forms at:

[www.flcourts.org](http://www.flcourts.org) - **(select)** - Self Help, Family Law Forms

Or

Purchase this packet in the Clerk's Office Room 1049

**ALL FORMS MUST BE COMPLETED TO START YOUR CASE**

- Form 12.982(f)
  - Petition for Change of Name (Family)
  - **NOTE:**
    - Separate a **Supplemental Form** must be filed for each adult and/or minor child included in the Petition for Change of Name (Family). Petitioner(s) must initial the supplemental forms at the bottom.
  - Provide Documentation of any of the following:
    - Marriage Certificate (if more than one marriage, provide Certificate **each time** there was a name change)
    - Previous Court Order where name was changed by court (provide each, whether for a minor or adult)
- Form 12.900(h)
  - Notice of Related Cases
- Form 12.902(d)
  - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA), if a name change is being requested for minor child(ren)
- Proof of County Residency
  - Florida Driver's License or Identification Card, Voter Registration Card; OR
    - Form 12.902(i) – Affidavit of Corroborating Witness
- FINGERPRINTS
  - Petitioner(s) must have fingerprints done by Sheriff's Office
  - Payment to 'FL Dept. of Law Enforcement' for State and National Criminal Records Check
  - Results will be filed with the Clerk by FDLE
- Birth Certificates
  - Certified copy of each family member's birth certificate
- Consent or Proof of Service
  - Form 12.982(d), Consent for Change of Name (Minor Child(ren))
    - If the legal parent of one of the included children is not a Petitioner, s/he must consent to the name change. [They must sign this form.]
  - Proof of Service to Other Party by Sheriff Return/Private Process Server
    - Form 12.910(a) – Summons: Service on an Individual
    - Form 12.910(b) – Process Service Memorandum
      - If the legal parent of one of the included children is not a Petitioner and s/he does not consent to the change of name, he/she must be notified by personal service.
  - Proof of Service to Other Party by Publication
    - Form 12.913(a)(2) – Notice of Action for Family Cases with Minor Children
    - Form 12.913(b) – Affidavit of Diligent Search and Inquiry
      - If the legal parent of one of the included children is not a Petitioner and his/her whereabouts are unknown, they must be notified of your filing by **constructive**

**service.** In order to use constructive service you will need to complete and submit to the court the **Affidavit of Diligent Search, Florida Supreme Court Approved Family Law Form 12.913(b).**

- Form 12.982(g)
  - Final Judgment of Change of Name (Family)
    - 5 copies
- Form DH-427 (available at FL Dept. of Health – Bureau of Vital Statistics website)
  - Report of Legal Change of Name (must be **typed**)
- Envelopes
  - Three (3) stamped (68¢) standard no.10 envelopes
  - Three (3) stamped (68¢) standard no.10 envelopes, for **each** legal parent who is **not** a Petitioner whether or not s/he has consented.

#### **INSTRUCTIONS:**

1. Fully complete the above forms.
2. Make sure your forms are notarized.
3. Make two (2) copies of each form.
4. File your original documents, completed and notarized in: Room 1049 – Civil Clerk.
5. The Clerk's Office will issue the Summons.

#### **HOW TO SERVE THE OTHER PARTY...**

##### **Proof of Service using the Clay County Sheriff's Office:**

Bring the following COMPLETED form to Room 1049 (Civil Clerk's Office) for a clerk to sign:  
- Form 12.910(a) Personal Summons

Once the Summons is issued by the clerk, take the following to the Sheriff's Office:

- (1) Copies of Filed Forms
- (2) Summons (Form 12.910(a)) as issued by the Civil Clerk
- (3) Process Service Memorandum (Form 12.910(b))
- (4) \$40.00 service fee to the Sheriff's Civil Process Unit

##### **Clay County Sheriff's Civil Process Unit**

825 North Orange Avenue, Room 101  
Green Cove Springs, FL 32043  
(904) 213-6020

##### **Proof of Service using Sheriff's Office OUTSIDE of Clay County**

If the other party lives outside of Clay County, **YOU MUST** mail or physically take your copied documents **including** the Summons; to the Sheriff's Office in the city/county/state where the other party lives.

You should contact the Sheriff's Office to determine the service fee, number of copies needed, and any other items they may require such as a self-addressed stamped envelope.

If the other Party resides in Duval County, the Jacksonville Sheriff's Civil Process Unit is located at:

501 East Bay Street, Room 219  
Jacksonville, FL 32202  
(904) 630-2141