

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

CHECKLIST FOR:
PETITION FOR CHANGE OF NAME (ADULT)

You may obtain the following forms at:

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(a)
 - Petition for Change of Name (Adult)
 - 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)
- Form 12.900(h)
 - Notice of Related Cases
- Proof of County Residency
 - Florida Driver's License or Identification Card, Voter Registration Card; OR
 - Form 12.902(i) – Affidavit of Corroborating Witness
- Birth Certificate
 - Certified copy of Petitioner's birth certificate
- FINGERPRINTS – (Only needed if you are requesting a name that you have never been known as)
 - 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
- Form DH-427 (available at FL Dept. of Health – Bureau of Vital Statistics website)
 - Report of Legal Change of Name (must be **typed**)
- Form 12.982(b)
 - Final Judgment of Change of Name (Adult)
 - 5 copies
- Three (3) stamped (68¢) standard no.10 envelopes

INSTRUCTIONS:

1. Fully complete the above forms.
2. Make sure your petition is notarized.
3. Make a copy of each form.
4. File your original documents, completed and notarized, in Room 1049 – Civil Clerk.