

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

CHECKLIST FOR:
PETITION FOR CHANGE OF NAME (MINOR CHILD(REN))

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(c)
 - Petition for Change of Name (Minor Child(ren))
 - **NOTE:** If more than one child needs a name change, you **must** file a completed **Supplemental Form** for each additional child listed in the Petition. The form can be found at the end of the petition form.
- Form 12.900(h)
 - Notice of Related Cases
- Form 12.902(d)
 - Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- 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(s)
 - Certified copy of child(ren)'s birth certificate(s)
- 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
- 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 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(e)
 - Final Judgment of Change of Name (Minor Child(ren))
 - 5 copies
- Six (6) stamped (68¢) standard no.10 envelopes

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