

## INSTRUCTIONS FOR FILING A PETITION FOR CHANGE OF NAME

1. **Where to File**  
The petition for change of name must be filed in the superior court of the county where the person whose name is to be changed presently lives.
2. **Whose Name May Be Changed**  
The petition may be used to change one's own name and, under certain circumstances, the names of others (e.g., children under 18 years of age).
3. **Confidentiality of Certain Names**  
In cases in which the petitioner is a participant in the Secretary of State's address confidentiality program (Safe at Home), petitioner's current and proposed names may be kept confidential. (Code Civ. Proc., § 1277(b).) See *Information Sheet for Name Change Proceedings Under Address Confidentiality Program (Safe at Home)* (form NC-400-INFO) for additional instructions.
4. **What Forms Are Required**  
Prepare an original and two copies of each of the following documents:
  - a. *Petition for Change of Name* (form NC-100)
  - b. *Name and Information About the Person Whose Name Is to Be Changed (Attachment to Petition)* (form NC-110) (attach as many copies as necessary)
  - c. *Order to Show Cause for Change of Name* (form NC-120)
  - d. *Decree Changing Name* (form NC-130 or, for guardians, form NC-130G)In addition, a guardian must prepare and attach a *Declaration of Guardian (Supplemental Attachment to Petition)* (form NC-110G) for each child whose name is to be changed.
5. **Filing and Filing Fee**  
Prepare an original *Civil Case Cover Sheet* (form CM-010). File the original petition and *Civil Case Cover Sheet* with the clerk of the court and obtain two filed-endorsed copies of the petition. A filing fee will be charged unless you qualify for a fee waiver. (If you want to apply for a fee waiver, see *Application for Waiver of Court Fees and Costs* (form FW-001); *Information Sheet on Waiver of Court Fees and Costs* (form FW-001-INFO); and *Order on Application for Waiver of Court Fees and Costs* (form FW-003).)
6. **Requesting a Court Hearing Date and Obtaining the Order to Show Cause**  
You should request a date for the hearing on the *Order to Show Cause* at least six weeks in the future. Take the completed form to the clerk's office. The clerk will provide the hearing date and location, obtain the judicial officer's signature, file the original, and give you a copy.
7. **Publishing the Order to Show Cause**  
In most cases, a copy of the *Order to Show Cause* must be published in a local newspaper of general circulation once a week for at least four consecutive weeks before the date of the hearing. The petitioner selects the newspaper from among those newspapers legally qualified to publish orders and notices. The newspaper used must file a *Proof of Publication* with the superior court before the hearing. If no newspaper of general circulation is published in the county, the court may order the *Order to Show Cause* to be posted by the clerk. But petitioners do not have to publish the order if they are seeking to change a name to conform to a change of gender identity or are participants in (1) the State Witness Program or (2) the address confidentiality program and the petition alleges that they are (a) petitioning to avoid domestic violence, or (b) petitioning to avoid stalking, or (c) a victim of sexual assault or petitioning on behalf of one.
8. **Name Change for Children**
  - a. If a petitioning parent is requesting the name change for a child under 18 years of age, and one of the parents, if living, does not join in consenting to the name change, the petitioning parent must have a copy of the *Order to Show Cause* or notice of the time and place of the hearing served on the nonconsenting parent. Service must be made at least 30 days prior to the hearing under Code of Civil Procedure sections 413.10, 414.10, 415.10, or 415.40.
  - b. If the nonconsenting parent resides in California, the order or notice must be personally served on the nonconsenting parent. The petitioning parent cannot personally serve this document.
  - c. If the nonconsenting parent resides outside California, he or she may be served by sending a copy of the order or notice by first-class mail, postage prepaid, return receipt requested.
  - d. If a petition to change the name of a child has been filed by a guardian, the guardian must (1) provide notice of the hearing to any living parent of the child by personal service at least 30 days before the hearing, or (2) if either or both parents are deceased or cannot be located, serve notice of the hearing on the child's grandparents, if living, not less than 30 days before the hearing under Code of Civil Procedure sections 413.10, 414.10, 415.10, or 415.40.If you have served a parent or grandparents, file a copy of the completed *Proof of Service of Order to Show Cause* (form NC-121) with the court before the hearing.
9. **Court Hearing**  
If no written objection is filed at least two court days before the hearing, the court may grant the petition without a hearing. Check with the court to find out if a hearing will be held. If there is a hearing, bring copies of all documents to the hearing. If the judge grants the petition, the judge will sign the original decree.
10. If you want to amend a birth certificate to show the name change, you should contact the following office:  
California Department of Public Health, Vital Records, MS 5103, P.O. Box 997410, Sacramento, CA 95899-7410  
Phone: 916-445-2684; Website: [www.cdph.ca.gov](http://www.cdph.ca.gov)

Local courts may supplement these instructions. Check with the court to determine whether supplemental information is available. For instance, the court may provide you with additional written information identifying the department that handles name change petitions, the times when petitions are heard, and the newspapers that may be used to publish the *Order to Show Cause*.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): STATE BAR NO: NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO: FAX NO: E-MAIL ADDRESS: ATTORNEY FOR (Name):	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITION OF (Name of each petitioner):	
<b>PETITION FOR CHANGE OF NAME</b>	CASE NUMBER:

**Before you complete this petition, you should read the instructions for Filing a Petition for Change of Name on the next page. You must answer all questions and check all boxes that apply to you on this petition. You must file this petition in the superior court of the county where the person whose name is to be changed resides.**

1. Petitioner (name): \_\_\_\_\_ resides in this county.

2. Petitioner requests that the court decree the following name changes (list every name that you are seeking to change):

<u>Present name</u>		<u>Proposed name</u>
a. _____	changed to	_____
b. _____	changed to	_____
c. _____	changed to	_____
d. _____	changed to	_____

Continued (if you are seeking to change additional names, you must prepare a list and attach it to this petition as Attachment 2.)

3. Petitioner requests that the court issue an order directing all interested persons to appear and show cause why this petition for change of name of the persons identified in item 2 should not be granted.

4. The number of persons under 18 years of age whose names are to be changed is (specify):

5. If this petition requests the change of name of any person or persons under 18 years, this request is being made by

- a.  both parents.
- b.  mother only.
- c.  father only.
- d.  near relative (name and relationship):
- e.  guardian (name):
- f.  other (specify):

6.  This petition seeks to conform petitioner's name to his or her gender identity.

7. For each person whose name is to be changed, petitioner provides the following information (you must attach a completed copy of the attachment Name and Information About the Person Whose Name Is to Be Changed (form NC-110) for each person identified in item 2):

- a. The number of attachments included in this petition is (specify number):
- b-f. (Attachment page or pages)

(Instructions on next page)

PETITION OF <i>(Name of petitioner or petitioners)</i> :	CASE NUMBER:
FOR CHANGE OF NAME	

**NAME AND INFORMATION ABOUT THE PERSON  
WHOSE NAME IS TO BE CHANGED**

Attachment of

Attachment to *Petition* (form NC-100 or form NC-200)

*(You must use a separate attachment for each person whose name is to be changed. If petitioner is a guardian of a minor, a supplemental attachment, Declaration of Guardian (form NC-110G), must also be completed and attached for each minor whose name is to be changed.)*

7. *(Continued)* Petitioner applies for a decree to change the name of the following person:

- b.  Self  Other
- (1) Present name *(specify)*: \_\_\_\_\_
- (2) Proposed name *(specify)*: \_\_\_\_\_
- (3) Born on *(date of birth)*: \_\_\_\_\_  
 —and presently  under 18 years of age  over 18 years of age
- (4) Born at *(place of birth)*: \_\_\_\_\_
- (5) Sex *(as stated on original birth certificate)*:  Male  Female
- (6) Current residence address *(street, city, county, and zip code)*: \_\_\_\_\_

c. Reason for name change *(explain)*: \_\_\_\_\_

- d. Relationship of the petitioner to the person whose name will be changed:
- (1)  self (4)  near relative *(indicate relationship)*: \_\_\_\_\_
- (2)  parent (5)  Other *(specify)*: \_\_\_\_\_
- (3)  guardian

e. If the person whose name will be changed is under 18 years of age, provide the names and addresses, if known, of the following persons:

- (1) Father *(name)*: \_\_\_\_\_ *(address)*: \_\_\_\_\_
- (2) Mother *(name)*: \_\_\_\_\_ *(address)*: \_\_\_\_\_
- (3) *(Only if neither parent is living)* Near relatives *(names, relationships, and addresses)*: \_\_\_\_\_

f. If the person whose name will be changed is 18 years of age or older, that person must sign the following declaration:

DECLARATION	
I declare under penalty of perjury under the laws of the State of California that <input type="checkbox"/> I am not <input type="checkbox"/> I am under the jurisdiction of the California Department of Corrections (in state prison or on parole) and <input type="checkbox"/> I am not <input type="checkbox"/> I am required to register as a sex offender under Penal Code section 290.	
Date: _____	
(TYPE OR PRINT NAME OF PERSON WHOSE NAME IS TO BE CHANGED)	(SIGNATURE OF PERSON WHOSE NAME IS TO BE CHANGED)

*(If petitioner is represented by an attorney, the attorney's signature follows):*

Date: \_\_\_\_\_

(TYPE OR PRINT NAME)   
(SIGNATURE OF ATTORNEY)

*(Each petitioner must sign this petition in the space provided below or, if additional pages are attached, at the end of the last attachment.)* I declare under penalty of perjury under the laws of the State of California that the information in the foregoing petition is true and correct.

Date: \_\_\_\_\_

(TYPE OR PRINT NAME)   
(SIGNATURE OF PETITIONER)

Date: \_\_\_\_\_

(TYPE OR PRINT NAME)   
(SIGNATURE OF PETITIONER)

ADD ADDITIONAL SIGNATURE LINES FOR ADDITIONAL PETITIONERS  SIGNATURE OF PETITIONERS FOLLOWS LAST ATTACHMENT

PETITIONER OR ATTORNEY (Name, State Bar number, and address):   TELEPHONE NO: _____ FAX NO (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PETITION OF: (Name of each petitioner): _____  <div style="text-align: right;">FOR CHANGE OF NAME</div>	
<b>ORDER TO SHOW CAUSE FOR CHANGE OF NAME</b>	CASE NUMBER: _____

**TO ALL INTERESTED PERSONS:**

1. Petitioner (name): \_\_\_\_\_ filed a petition with this court  
 for a decree changing names as follows:

<u>Present name</u>	to	<u>Proposed name</u>
a. _____	to	_____
b. _____	to	_____
c. _____	to	_____
d. _____	to	_____
e. _____	to	_____

Continued on Attachment 1.

2. THE COURT ORDERS that all persons interested in this matter appear before this court at the hearing indicated below to show cause, if any, why the petition for change of name should not be granted. Any person objecting to the name changes described above must file a written objection that includes the reasons for the objection at least two court days before the matter is scheduled to be heard and must appear at the hearing to show cause why the petition should not be granted. If no written objection is timely filed, the court may grant the petition without a hearing.

**NOTICE OF HEARING**

a. Date: _____ Time: _____ <input type="checkbox"/> Dept.: _____ <input type="checkbox"/> Room: _____
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b. The address of the court is:  same as noted above  other (specify): \_\_\_\_\_

3. a.  A copy of this Order to Show Cause shall be published at least once each week for four successive weeks prior to the date set for hearing on the petition in the following newspaper of general circulation, printed in this county (specify newspaper): \_\_\_\_\_

b.  Other (specify): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
JUDGE OF THE SUPERIOR COURT

**NOTE: When a Petition for Change of Name has been filed for a child and the other parent, if living, does not join in consenting to the name change, the petitioner must have a notice of the time and place of the hearing or a copy of the Order to Show Cause served on the other parent not less than 30 days prior to the hearing under Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40. If a petition to change the name of a child has been filed by a guardian, the guardian must (1) provide notice of the hearing to any living parent of the child by personal service at least 30 days before the hearing, or (2) if either or both parents are deceased or cannot be located, serve notice of the hearing on the child's grandparents, if living, not less than 30 days before the hearing under Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40. (This Note is included for the information of the petitioner and shall not be included in the Order to Show Cause published in the newspaper.)**

PETITIONER OR ATTORNEY: (Name, State Bar number, and address):  TELEPHONE NO: _____ FAX NO: (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PETITION OF: (Name of each petitioner): _____  FOR CHANGE OF NAME	
<b>DECREE CHANGING NAME</b>	CASE NUMBER: _____

1. The petition was duly considered:

a.  at the hearing on (date): \_\_\_\_\_ in Courtroom: \_\_\_\_\_ of the above-entitled court.

b.  without hearing.

**THE COURT FINDS**

2. a. All notices required by law have been given.
- b. Each person whose name is to be changed identified in item 3 below
- (1)  is not  is under the jurisdiction of the Department of Corrections, and
- (2)  is not  is required to register as a sex offender under section 290 of the Penal Code.
- These determinations were made  by using CLETS/CJIS  based on information provided to the clerk of the court by a local law enforcement agency.
- c.  No objections to the proposed change of name were made.
- d.  Objections to the proposed change of name were made by (name): \_\_\_\_\_
- e. it appears to the satisfaction of the court that all the allegations in the petition are true and sufficient and that the petition should be granted.
- f.  Other findings (if any): \_\_\_\_\_

**THE COURT ORDERS**

3. The name of \_\_\_\_\_ Present name \_\_\_\_\_ New name

a. \_\_\_\_\_ is changed to \_\_\_\_\_

b. \_\_\_\_\_ is changed to \_\_\_\_\_

c. \_\_\_\_\_ is changed to \_\_\_\_\_

d. \_\_\_\_\_ is changed to \_\_\_\_\_

e. \_\_\_\_\_ is changed to \_\_\_\_\_

Additional name changes are listed on Attachment 3.

Date: \_\_\_\_\_

JUDGE OF THE SUPERIOR COURT  
 SIGNATURE OF JUDGE FOLLOWS LAST ATTACHMENT