

# Instructions for Adult Name Change

You may use these forms if you are an adult (18 or older). Forms will be filed in the probate department.

## 1. Filing the Petition

To begin the process, you must fill out and file Form #1, the *Petition for Change of Name*. Fill in all the blanks on the form, **except** the signature on the verification (the signature line that says "petitioner" on the second page), and the case number. **You must sign the verification in front of either a notary public, or the court clerk.** After checking your form, the probate department clerk will send you to the cashier's window to pay the filing fee. When you pay the filing fee, you will get a case number. At the same time, you can pay the extra fee for a Certificate of Name Change or a certified copy of the Decree (see information below regarding these).

## 2. Posting the First Notice

After you have filed your petition and obtained your case number, the next step is to post notice. Fill out Form #2, the *Notice of Petition for Change of Name*. Fill in a weekday at least 14 days after the date you are posting the notice in the blank for the deadline to file objections. At the bottom of the first page, where it says: "DO NOT REMOVE THIS NOTICE BEFORE," fill in the same date. Return to the probate office, and the clerk will file your original notice and give you a copy to post. You can post on any of the bulletin boards in the Courthouse.

## 3. Objections

If any objections are filed, you will be notified by mail of a hearing date. At the hearing, the judge will hear from you and the person filing objections, and will decide whether to grant the name change.

## 4. Submitting the Decree

Fifteen days after you have posted the notice, you will return to the courthouse to file your proof of posting and submit the form for the decree. Fill out Form #3, the *Proof of Posting Notice of Petition for Change of Name*, but **do not sign it** until you are in front of a notary public or the court clerk. Second, go to the bulletin board and remove the notice that you posted. Then go to the probate office and file the copy of the notice that you posted, the proof of posting (Form #3) and, at the same time, submit Form #4, the *Change of Name Decree*. When filling out the Decree, fill out **only** the blanks with an \*. The Judge will fill out the rest. When you submit the decree, please provide a self-addressed, stamped envelope or postcard. The clerk will use this to notify you when the decree has been signed. The Decree will generally be signed within a few days of being submitted, but it may take longer depending on the judge's schedule.

## 5. Posting the Last Notice

After the Decree has been signed, you must post an additional notice. **Even though a decree has been signed, your name change is not legally effective until you comply with this requirement.** Form #5 is the *Notice of Decree of Change of Name*. Fill it out, **make a copy** (or come to the probate office and we will make a copy for you), and post the copy the same way you posted your first notice. At the same time, fill out Form #6, the *Proof of Posting Notice of Decree of Name Change*. **Do not sign** Form #6 until you are in front of a court clerk or a notary public. File Form #6 along with the original of Form #5. You can do this the same day that you post Form #5. You do not need to return to remove the second notice from the bulletin board.

**If you do not return to file Forms #5 and #6 within six months of the decree, your case will be dismissed and the Decree will be revoked.**

## 6. Changing Your Name in Other Official Records

In order to change your name on other official records (e.g., DMV, passport, Social Security), you will need either a *Certificate of Name Change* (a new form the probate clerk can prepare for you) or a certified copy of the *Change of Name Decree* (this is Form #4, but only the clerk can make a certified copy). It is your responsibility to check with wherever you want to change your name as to what they require. **The probate clerk will not issue a Certificate or a certified copy of the Decree until you have filed Forms #5 and #6.** There is a charge of \$3.75 for the Certificate and \$4.00 for the certified copy of the Decree. After you have filed Forms #5 and #6 and paid the fee, a probate clerk will prepare the Certificate or certified copy of the Decree for you.

To change your birth certificate to show your new name, contact Center for Health Statistics, PO Box 14050, Portland, OR 97214 (503)731-4108.

## 7. Reminder!

Please note that these forms are designed to work for most people, but we cannot address all possible situations. Also, the court cannot provide legal advice. If these forms do not cover your situation, if you cannot understand these instructions, or if you have questions that are not covered by these instructions, please consult an attorney.