

NAME CHANGE

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A few tips about this interactive PDF form:

- If you cannot view the fillable fields within the included forms, select "Highlight Existing Fields" at the top right within the purple bar and they will be highlighted blue.
- All lines that are still NOT fillable after highlighting are intended to either be filled out by the court, signed by you, or filled out by the notary. Be aware that the fields will auto-fill related information. If you have any questions about how to fill out this form, we encourage you to contact our office at the contact information provided below.
- The above index is interactive as well click the page or topic you wish to view.

For questions regarding how to fill out this form or any other legal questions, please contact:

UNT Student Legal Services 1155 Union Circle #303058 Denton, TX 76203

Physical Address: Stovall Temporary Union Building (STUB) Suite 136 Denton, TX 76201

940.565.2614 Followup.kmc@unt.edu www.unt.edu/legal

NAME CHANGE: A DO-IT YOURSELF KIT

UNT Student Legal Services congratulates you for taking action on your legal issue. As you know, our office provides legal advice and guidance to enrolled students. Sometimes there are situations where you can help yourself to a legal remedy. For that reason, we have developed do-it-yourself (DIY) kits with information designed to empower you both now and in the future.

In this DIY kit, you will find the following:

- Instructions
- Filling out the Petition with explanation
- Petition (for filing a name change) + Order (for the judge to sign) + Prove up script
- Fingerprints: where to get fingerprinted

Please note that these instructions and forms do not constitute legal advice. We are providing this information to assist UNT students in navigating the user-friendly courts in Texas. You are advised to meet with our attorney who can answer your questions and provide you with the necessary contact information if you need further guidance. If you haven't come to the office, we encourage you to make an appointment to review the information contained in this packet and get the attorney's advice on court house protocol prior to your prove-up.

INSTRUCTIONS

READ THE LAW:

Read the Texas name change law in sections 45.101 to 45.106 in the Texas Family Law Code. You can find the law in a law library or online.

USE THE FOLLOWING FORMS:

- 1. *Original Petition for <u>Change of Name of an Adult</u>.* This is the form you complete to ask the court for a name change. It must be signed in front of a notary public.
- 2. Order Granting Change of Name of an Adult. This is the form then judge signs to appove the name change.

FILL OUT BOTH FORMS EXCEPT FOR THE SIGNATURES

- a. After you fill out the petition, except for the signature, go to the next step.
- b. Fill out the Order so that it will be ready for the judge's signature.
- c. When filling out both the petition and the order, use your current name as it is now on your birth certificate or social security card.

SIGN THE PETITION IN FRONT OF A NOTARY. DO NOT SIGN THE ORDER

Once you have signed the Petition in front of a Notary Public, it becomes a "verified Petition." A verified Petition is the same as a "notarized Petition." Notaries usually charge a few dollars to notarize a Petition. You are welcome to use our free notary services if you prefer.

HAVE YOUR FINGERPRINTS TAKEN

You will need to have your fingerprints taken so you may file the fingerprint card with the court. Once you have your fingerprints taken you must staple the card to your verified Petition. See the last page of this self-help book for detailed information on where you can have your fingerprints taken in Denton.

MAKE COPIES OF YOUR PAPERWORK:

It is always a good idea to make a copy of anything you file in case the originals are misplaced or lost by the court. You will want to make a copy of the petition, including the fingerprint card, and bring the copy with you as you follow the steps.

FILE THE PETITION AND FINGERPRINT CARD IN THE COUNTY WHERE YOU LIVE:

File the original signed and notarized Petition and fingerprint card with the Clerk's Office in the county where you live. Pay the filing fee (expect the filing fee to cost between \$250-300). Have the clerk file-stamp your copy and save it with your original Order. Search for your county's district clerk's webpage to verify the filing fees and accepted forms of payment. Click here to access the website for the Denton County District Clerk's filing fee schedule.

GO TO COURT:

At the county courthouse, ask at the Clerk's office when and where you need to go to court so that the judge may sign the order approving your name change. In some counties, you may need to pick up your file at the Clerk's office and take it to court with you. During the hearing, you are also judged based on your preparedness and appearance. It is very important that you display respect for the court. Wear appropriate clothing. Examples would be: button-down shirt with tie; slacks/not jeans; shoes/not sneakers; skirts/not too short; blouse/no plunging neckline/not see through; little or no jewelry; modest makeup. When you speak to the judge, do so slowly, in clear, complete sentences. Address the judge as your honor.

IN COURT, WAIT FOR YOUR CAUSE NUMBER TO BE CALLED:

When you enter the courtroom, check in with the Bailiff (usually seated next to the judge's bench). When called, approach the judge's bench. If you are sworn in, the judge may ask you questions. Be prepared to answer the judge's questions truthfully and briefly. Address the judge as "Your Honor." Use the prove-up script enclosed in this packet. Read this to the judge after you are sworn in.

THE JUDGE WILL OR WILL NOT SIGN THE ORDER:

If the judge does not sign the Order, your name will not change. If the judge does sign the Order, move on to the next step.

FILE THE SIGNED ORDER IN THE DISTRICT CLERK'S OFFICE AND REQUEST YOUR CHANGE OF NAME CERTIFICATE:

The change of name certificate serves as proof that the person named in the certificate has been granted a name change. The name change certificate costs \$1.00 in Denton County at the time of this publication. A certified copy of the court order will also serve as proof of the name change.

NOTIFY THE VARIOUS AGENCIES OF YOUR NAME CHANGE:

In Texas, it is your responsibility to notify social security and other agencies that your name has changed. Agencies you might want to notify include:

- Department of State Health Services, regarding your birth certificate: www.dshs.state.tx.us
- Texas Department of Public Safety, regarding your Texas Drivers License: <u>www.txdps.state.tx.us</u>
- Social Security Administration, regarding your social security card: <u>www.socialsecurity.gov</u>

FILLING OUT THE PETITION WITH EXPLANATION

	THE CAPTION:		
		CAUSE NO	
		(this is filled out by	the court)
	IN RE:	\$ \$	IN THE DISTRICT COURT
	(YOUR NAME)	§	
	PETITIONER	§	JUDICIAL DISTRICT
		§	(fill out when you learn which court)
		§	
		§	
		§	COUNTY, TEXAS
	ORIGINAL PET	TITION FOR CHA	NGE OF NAME OF ADULT
1. This	Discovery in this case is intended. Procedure. statement (about discovery levels) means.		under level 2 of rule 190 of the Texas Rules of Civil will not concern you.
2.	This cuit is brought by	Potitio	ner, who resides at,
4.	County, Texas.	Petitioner is an ad	ult. In accordance with section 45.102 of the Texas
	Family Code, the following info		
	Full true name:		
	Sex:		
	Race:		
	Date and place of birth:		
			the past ten years: Texas DL#
	Social Security number: XXX-		
	FBI of SID number, ii known, oi	otner reterence nu	mber to a criminal-history record system:
<u>FAC</u>	TS ABOUT YOURSELF:		
This	is self-explanatory. You have to state	o•	
-	Your current name; current addre	ess; full name (includ	le any middle name(s)); gender; race; date of birth license number; last 4 digits of your Social Security

If you have a criminal history, you may have an FBI or state ID number. If so, you must write it down here. If not, write "N/A" on this line.

3.	No offense has been charged against Petitioner above the grade of Class C misdemeanor.
	<u>OFFENSES</u>
Class these	C misdemeanors are usually traffic tickets or other minor citations. You do not have to tell the court about .
4.	Petitioner has not been the subject of a final felony conviction.
FINA	L FELONY CONVICTION
	have been convicted of a felony, the court may deny your request unless it meets the exceptions listed in 103 of the Texas Family Code.
5.	Petitioner is not subject to the registration requirements of Chapter 62 of the Texas Code of Criminal Procedure.
<u>CHAI</u>	PTER 62 REGISTRATION REQUIREMENTS
	are someone who is required to register your address because you were convicted of a sex offense, you may e eligible for a name change unless you meet the requirements of § 45.103 of the Texas Family Code.
6.	Petitioner requests the Court to grant a change of Petitioner's name to
NEW	NAME.
	ate what name you wish to have.
7.	The reason for the requested change is
REAS	SON
This a	doesn't have to be lengthy. You can simply write: "I never liked my name," or "I want to take my step-r's last name as my own," or whatever explanation suits your situation.
THE.	REST IS SELF-EXPLANATORY. NOTE THAT YOU MUST SIGN PAGE 3 IN FRONT OF A NOTARY.

	CAUSE			
	IN RE:	\$ \$ \$	IN THE DISTRICT COURTJUDICIAL DISTRICT	
	AN ADULT	\$ \$ \$	COUNTY, TEXAS	
	ORIGINAL PETITIO	ON FOR CHANGE OF NAMI	E OF ADULT	
1.	Discovery in this case is intended to	o be conducted under level 2 of	rule 190 of the Texas Rules of Civil	
	Procedure.			
2.	This suit is brought by	, Petitioner, who resides	at,	
	County, Texas. F	Petitioner is an adult. In accorda	nce with section 45.102 of the Texas	
	Family Code, the following informa	tion is supplied about Petitioner:		
Full t	rue name:			
	:			
	of Birth:			
	of birth:		77.11	
	er's license number of any license issue		as DL#	
ast í	3 Digits of Social Security number: X	XX-XX-X		
FBIc	or SID number, if known, or other reference	ence number to a criminal-histor	y record system:	
3.	No offense has been charged agains	t Petitioner above the grade of cl	lass C misdemeanor.	
4.	Petitioner has not been the subject of	of a final felony conviction.		
5.	Petitioner is not subject to the regi	stration requirements of chapter	62 of the Texas Code of Criminal	
	Procedure.			
6.	Petitioner requests the Court to gran	t a change of Petitioner's name to		
7.	The reason for the requested change	is		

8.	Petitioner includes with this Petition a legible and complete set of his/her fin	Petitioner includes with this Petition a legible and complete set of his/her fingerprints on a fingerprint card	
	format acceptable to the Texas Department of Public Safety and the Feder	format acceptable to the Texas Department of Public Safety and the Federal Bureau of Investigation.	
9.	Petitioner prays that the Court grant Petitioner's Petition for Change of Na	Petitioner prays that the Court grant Petitioner's Petition for Change of Name of Adult.	
	Petitioner prays for general relief.		
	Respectfully submitted,		
	PRINTED NAME:		
	ADDRESS:		
	PHONE NO.:		
	PRO SE PETITIONER		
Origina	I,, Petitioner, swear under oath that the iginal Petition for Change of Name of Adult are true and correct.	facts stated in the above	
	- D. 17.1		
	Petitioner		
SIG	SIGNED under oath before me on		
	Notary Public, State of Texa	S	

CAUSE NO)	
IN RE:	\$ \$	IN THE DISTRICT COURT
	\$ \$ \$ \$	JUDICIAL DISTRICT
AN ADULT	§ §	COUNTY, TEXAS
ORDER GRA	ANTING CHANGE OF	NAME
On this the day of, 20 car	me to be heard Petitioner	's request fo
n name change. Petitioner appeared pro se.		
Following said hearing and considering the argund other papers relating to this matter, and for change of name for Petitioner is in the interest public in accordance with section 45.103 of the	or good cause shown, the	Court is of the opinion that the
The Court finds that	, a n	nale/female, born on
, in	, whose	Texas driver's license number is
, and whose Socia	al Security number (the la	ast 3 digits) is has not
been convicted of a felony, and such change of	f name shall not release F	Petitioner from liability he/she may
nave incurred in his/her previous name; nor do	oes said name change def	eat any right Petitioner may have had
n his/her previous name.		
t is hereby ORDERED, ADJUDGED, and DE		_
	in accordance with the 1	exas Family Code, § 45.103(a).
SIGNED, this the day of,		
	JUDGI	E PRESIDING

Order Granting Change of Name

NAME CHANGE PROVE-UP SCRIPT

"My name is
I am a resident of County
I was born on in
My Texas Driver's license # is
The last three digits of my Social Security number are
,,
I have never been charged with a crime greater than a Class C Misdemeanor.
I am not the subject of a final conviction.
I am not on probation for any crime.
I know that Change of Name will not affect liability of debts I may have.
I filed my fingerprint card with the court.
I am asking for my name to be changed to ""
The reason for my name change is:

FINGERPRINT INFORMATION

Denton County Sheriff's Office

Every Tuesday and Thursday 1:00 pm to 3:00 pm Excluding holidays

Fingerprints are taken at the Denton County Jail and Law Enforcement Center located at: 127 N. Woodrow Ln. Denton, TX 76205

Cost is \$10.00 (cash and exact change only) for two complete sets. We are unable to submit fingerprints directly to the state.

For questions, call 940.349.1700

Click to visit their website

UNT Police Department

Fingerprints by appointment only To schedule an appointment, call 940.565.3006

Fingerprints are taken at the UNT PD Sullivant Public Safety Center, located at:
1700 Wilshire St. Denton, TX 76201

Cost is \$10.00, payable at the UNT Parking office. Unable to provide INS (Immigration and Naturalization Service) fingerprints.

For questions, call 940.565.3006

Click to visit their website