

These forms are not a substitute for legal advice.

\$1.00

By law, no member of the Law Library staff may give any patron legal advice.

Accordingly, staff may not interpret legal materials for patrons, advise them as to how the law might apply to their particular situation, or assist them in preparing and filling out legal forms of any kind. Staff can provide patrons legal assistance by directing them to topical print materials, sections, and subject headings that might be helpful in answering a particular question.

PROCEDURES FOR NAME CHANGE OF AN ADULT

This form packet contains these documents:

1. Name Change Checklist
2. Original Petition for Change of Name of Adult
3. Verification
4. Order Granting Name Change
5. Sample Prove Up

Steps to Follow:

- 1. Prepare the [Original Petition for Change of Name](#), keeping the basic format shown. You may use this form as a “fill in the blank” if it fits your set of circumstances. Otherwise, you should re-type or re-write the Petition, including the information that applies to your personal set of circumstances; leave out that which does not.**
- 2. Sign the [Verification](#) form in front of a Notary Public.**
- 3. Make two additional copies of the prepared Petition and Verification forms.**
- 4. File all three copies of the Original Petition and the Verification in the District Clerk’s office on the first floor of the courthouse at 2100 Bloomdale Drive in McKinney. You will be required to pay a filing fee to the Clerk at this time.**
- 5. You will be required to get fingerprints taken and sent to the Texas Department of Public Safety (DPS) for a background check.** The clerk will give you information on how to do this. After the fingerprint cards have been sent to DPS, wait 6 weeks, and then call the District Clerk’s office to see if the cards are in the file. If so, make an appointment for a hearing with the judge.
- 6. Prepare the [Order Granting Name Change](#) prior to the hearing.**
- 7. Make two additional copies of the prepared Order to take with you to the hearing.**

8. At the hearing, you will state the facts of your petition as shown on the Sample Prove Up sheet. The judge will not help or ask questions. Give the Order Granting Name Change to the judge to sign after he hears the Prove Up.

Name Change Checklist

Some places to contact after you have changed your name:

- 1. Social Security**
- 2. Motor-vehicle agency**
- 3. Passport agency**
- 4. Financial services, including banks, credit cards, retirement plans, and insurance companies**
- 5. Utilities and phone company**
- 6. Medical services, including doctor, dentist, and health plan**
- 7. Voter registration**
- 8. Employer**
- 9. Estate lawyer, for will and other estate planning documents**
- 10. Schools and alumni groups**
- 11. Airlines and frequent-flier miles**
- 12. Family and friends**

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Case No. _____

In Re

_____,

[Petitioner's Name]

Petitioner, Adult

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**In the District Court
Collin County, Texas**

_____ **Judicial District**

ORIGINAL PETITION FOR CHANGE OF NAME OF ADULT

TO THE HONORABLE JUDGE OF THIS COURT:

Petitioner, _____ [Petitioner's name], an adult, brings this suit for the change of _____ [his/her] name, and in support of this request shows:

I.

The Petitioner affirmatively pleads that discovery should be conducted in accordance with a discovery control plan under Civil Procedure Rule 190.3.

II.

Petitioner's present name is _____ [petitioner's name], and resides at:

_____ [address].

III.

Petitioner requests that _____ [his/her] name be changed to:
[Specify full requested name]

IV.

The reason for the requested change of Petitioner's name is:
[State reason]

V.

Petitioner _____ [has/has not] had a final conviction of a felony.

VI.

Petitioner _____ [is/is not] subject to the registration requirements of the Sex Offender Registration Program set out in Chapter 62 of the Texas Code of Criminal Procedure.

VII.

- 1. Petitioner’s present true full name is: _____ [name].
- 2. Petitioner is a _____ [specify race and gender].
- 3. Petitioner was born on _____ [date].

[Select one of the following by placing a check mark.]

- 4. Petitioner has not been issued a driver’s license
- 4. Petitioner has been issued the following driver’s license(s):
 _____ [state] _____ [last three numbers] _____ [date of issue]
- 5. Petitioner’s last 3 of SSN is _____ [last 3 of social security number].
- 6. Petitioner’s SID Number is _____ [will be assigned].

VIII.

[Select one of the following by placing a check mark.]

- Petitioner, _____ [name of Petitioner], has not been charged with any offense greater than Class C Misdemeanor.
- Petitioner, _____ [name of Petitioner], has been charged with the following offenses:

<u>Offense</u>	<u>Date</u>	<u>Case Number</u>	<u>Court Number</u>

WHEREFORE, Petitioner requests that the court issue an order changing the name of
Petitioner to: _____ [state
requested name].

Respectfully Submitted,

[Signature of Petitioner]

[Typed or Printed Name]

[Address and Telephone No.]

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Case No. _____

In Re

_____,

[Petitioner's Name]

Petitioner, Adult

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**In the District Court
Collin County, Texas**

_____ **Judicial District**

VERIFICATION

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned Notary Public, on this day personally appeared _____ [petitioner's name] who, after being duly sworn, stated under oath that _____ [he/she] is the Petitioner in the above entitled cause; that _____ [he/she] has read the above Petition; and that every statement contained in the Petition is within _____ [his/her] personal knowledge and is true and correct.

[Signature of Petitioner]

[Typed or Printed Name]

SUBSCRIBED AND SWORN BEFORE ME on _____ [date], to certify which witness my hand and official seal.

[Signature of Notary Public]

[Typed or Printed Name]

Notary Public in and for the State of Texas
My commission expires: _____

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Case No. _____

In Re

_____,

[Petitioner's Name]

Petitioner, Adult

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**In the District Court
Collin County, Texas**

_____ **Judicial District**

ORDER GRANTING NAME CHANGE

On _____ [date], this Court heard the application of Petitioner _____ [name of Petitioner], whose last three digits of driver's license number is _____ for an order changing _____ [his/her] name.

Petitioner appeared in person.

After reading the pleadings, the court finds the Petitioner's change of name is in the best interests of the Petitioner and of the public.

Petitioner _____ [has/has not] had a final conviction of a felony and the requirements of Family Code § 45.103(b) have been met.

IT IS THEREFORE ORDERED that the name of _____ [Petitioner's existing name] is changed to:
[Specify full name requested]

_____.

SIGNED on _____ [date].

JUDGE PRESIDING

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SAMPLE PROVE UP – NAME CHANGE OF ADULT

Good morning, Your Honor. My name is _____ [present name]. I am here to prove up my Order Granting Name Change.

I am an adult. I was born on _____ [birth date]. I am a _____ [specify race and gender].

The last three digits of my driver’s license number are _____ [last 3 digits of driver’s license no.]. The last 3 digits of SSN is _____ [last 3 of Social Security no.].

My present true full name is _____ [present full name]. I reside at: _____ [address].

I request that my name be changed to _____ [full requested name].

The reason for this requested name change is: _____ [state reason].

I _____ [have/have not] had a final conviction of a felony.

I _____ [am/am not] subject to the registration requirements of the Sex Offender Registration Program set out in Chapter 62 of the Texas Code of Criminal Procedure.

[Select one of the following.]

_____ I have not been charged with any offense greater than Class C Misdemeanor.

_____ I have been charged with the following offense(s):

I am not requesting this name change for the purpose of falsifying records, to avoid any debts, or for any other wrongful, fraudulent, or capricious purpose.

I believe that a change of my name is in the best interest of myself and of the public.

I ask the Court to grant me a name change from _____ [present full name] to _____ [requested full name].

That is all I have, Your Honor.

Give the prepared Order Granting Name Change to the judge to sign.