

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 A MINOR Both Parents as Petitioners

This form packet contains these documents:

1. Name Change Checklist
2. Original Petition for Change of Name of Child
3. Verification (2)
4. Consent
5. Order Granting Name Change
6. 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. You will be assigned a case number and court when you file.**
- 2. Both parents must sign a [Verification form](#) in the presence of a Notary Public.**
- 3. If the child is ten years of age or older, have the child sign the Consent form.**
- 4. Make two additional copies of these completed forms before filing.**
- 5. File the Original Petition and the Verification forms in the District Clerk’s office on the first floor of the courthouse at 2100 Bloomdale Drive in McKinney. If the child is ten years of age or older, file the signed Consent form with the District Clerk at this time. You will be required to pay a filing fee to the Clerk at this time. Once you have filed this paperwork with the District Clerk, you may call the court that you have been assigned to and schedule a court hearing.**
- 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

[Child's Name]
A Minor Child

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

_____ **Judicial District**

ORIGINAL PETITION FOR CHANGE OF NAME OF CHILD

TO THE HONORABLE JUDGE OF THIS COURT:

_____ [name of Parent One] and
_____ [name of Parent Two], Petitioners, who are the parents of
the child, bring suit on behalf of _____ [name of Child One], a child,
for the change of _____ [his/her] name, and in support of this request show:

I.

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

II.

The child, _____ [name of child], resides at
_____ [address],
Collin County, Texas. _____'s [name of child] present full legal
name, address, and last 3 of social security number are:

Name: _____
Address: _____
Last 3 of SSN: _____

III.

This request for a change of name is made because:
[State reasons]

IV.

Petitioners request that the Court issue an order changing _____ [his/her] name to:
[Specify full requested name]

V.

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

_____ The child is not subject to the continuing jurisdiction of a Court.

_____ The Court having exclusive jurisdiction of the child under Family Code Section 155.001 et seq. is _____ [specify court].

Respectfully submitted,

[Signature of Parent One]

[Printed or Typed Name]

[Address and Telephone No.]

[Signature of Parent Two]

[Typed or Printed Name]

[Address and Telephone No.]

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Case No. _____

In Re

[Child's Name]
A Minor Child

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

_____ **Judicial District**

VERIFICATION

PARENT ONE

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned Notary Public, on this day personally appeared _____ [name of Parent One], 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 Parent One]

[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: _____

Case No. _____

In Re

[Child's Name]
A Minor Child

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

_____ **Judicial District**

VERIFICATION

PARENT TWO

STATE OF TEXAS
COUNTY OF _____

BEFORE ME, the undersigned Notary Public, on this day personally appeared _____ [name of Parent Two], 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 Parent Two]

[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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CONSENT

(To be completed if child is ten years of age or older.)

I, _____ [name of child], am _____ [number]
years of age. I consent to the change of my name to:
_____ [specify full requested
name], as requested in the Petition to which this consent is attached.

[Signature of Child]

[Typed or Printed Name]

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Case No. _____

In Re

[Child's Name]
A Minor Child

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

_____ **Judicial District**

ORDER GRANTING NAME CHANGE

On _____ [date], the court heard the Petition for Change of Name of Child of _____ and _____ [names of parents].

Petitioners appeared in person and announced ready.

The making of a record of testimony was waived with the consent of Court.

The Court finds:

1. The Court has jurisdiction over this case and _____ [name of child].
2. All persons entitled to citation were properly cited.
3. Petitioners are the _____ [parents *or* managing conservator *or* guardian of the person] of _____ [name of child].
4. _____ [name of child] is a child.
5. _____ [name of child] was born on _____ [date] in _____ [city, county, state].
6. _____'s [name of child] last 3 of SSN is _____ [last 3 of Social Security number].
7. _____ [name of child] was a resident of Collin County at the time the Petition for Change of Name of Child was filed.
8. The change of name requested is in the best interest of _____ [name of child].
9. The child _____ [has *or* has not] consented in writing to the change of name.

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IT IS ORDERED that _____ 's [name of child]
name is changed from _____ [prior name] to
_____ [new first, middle, & last names]

IT IS ORDERED that all relief requested in this case and not expressly granted is denied.

SIGNED on _____ [date].

JUDGE PRESIDING

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SAMPLE PROVE UP – NAME CHANGE OF A MINOR

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

I am the parent of _____ [name of child].

My child’s present true full name is _____ [present full name]. The child resides at _____ [address].

The child is a _____ [specify race and gender]. The child was born on _____ [birth date].

The child’s last 3 of SSN is _____ [last 3 of Social Security no.].

The child is not under the continuing jurisdiction of the Court.

I request that the name of _____ [child’s full name] be changed to _____ [full requested name].

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

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 child’s name is in the best interest of my child and of the public.

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

That is all I have, Your Honor.

Give the judge your prepared Order Granting Name Change.