

**DISTRICT OF COLUMBIA**

**NAME CHANGE**

**ADULT PACKET**

**Control Number - DC-NAME-1**

This packet contains the following:

1. Instructions;
2. Forms List
3. Access to District of Columbia Law Summary.

## **I. EXPLANATION OF PETITION FOR CHANGE OF NAME**

- A. In the District of Columbia, an action for a court ordered Change of Name begins with the filing of a Petition in the Superior court. The Petition must contain certain information. The forms in this packet include the necessary information for an Adult Name Change in the District of Columbia.
- B. You can use this packet if:
- ▶ You are at least 18 years of age and a resident of the District.
  - ▶ You have proper and reasonable cause for the requested change of name.
  - ▶ You are not changing your name to avoid debts or defraud creditors.
  - ▶ The Applicant must be a resident of the District of Columbia for six months immediately prior to filing the application. The Applicant should be prepared to provide proof of residence – rental receipts, lease, pay stubs, W-2 statements, etc.
  - ▶ Applicant must have an original or certified copy of their birth certificate. If the Applicant is a naturalized citizen, the Citizenship Certificate or other proof of citizenship should be taken to court at the time the application is filed.

## **II. WHAT FORMS ARE INCLUDED**

- A. Civil Division – Information Sheet (DC-NC-100) - This form provides the court relevant information regarding the parties and the nature of the suit. It must be filed with the initial petition.
- B. Application for Change of Name (DC-NC-101) – This document states the reasons and other required details for your name change.
- C. Order of Publication (DC-NC-102) – This requests that any individual interested in the matter may show cause at a hearing on such matter as to why name change can not be granted. This should be published in the newspaper prior to the hearing.
- D. Order for Change of Name (DC-NC-103) – This final statement of the legalities and terms of your name change. Once this form is signed by the Judge and filed with the court, the name change is effective.
- E. Affidavit/Declaration of Personal Service (DC-NC-111) – This form is used for declaration of personal service.
- F. Affidavit/Declaration of Service by Mail (DC-NC-110) – This form is used for declaration of service by mail.

If you did not order a completion package and need access to the download page again for any of the above forms, please check your email for a link to that will redisplay the page for you.

Note: This package contains forms for use throughout your State. However, some Counties, or Judges may require a different form, or modification to these forms. If this happens, please consult with your local Court Clerk. If you are required to use additional forms, please advise us by sending an e-mail to [orders@uslegalforms.com](mailto:orders@uslegalforms.com).

### **III. PROCEDURE FOR CHANGE OF NAME (ADULT) FOR THE DISTRICT OF COLUMBIA**

#### **A. Preliminary Note:**

1. The attached forms may be completed by:
  - a. Printing the forms and completing by hand. Use black ink and print neatly.
  - b. Printing the forms and completing using a typewriter.
  - c. By completing the forms on your computer using a word processing program and then printing the forms.
2. Use complete names and not initials. Check your spelling carefully, a misspelled word can delay your name change.
3. Print three (3) complete sets of forms.
4. All forms with a heading - the name of the court, the Petitioner's name, the case number, and the name of the document - require that the heading be completed. You will need to add the name of the court and the full name of the Petitioner. The "Action/Cause No." will be assigned by the court clerk at the time of filing.
5. Forms that require your signature and include a notary block MUST be signed in the presence of the notary or court clerk who will complete the acknowledgement. Use your complete name - first name, middle name, last name.
6. When a form is filed with the court, request the clerk "file-stamp" one copy of the form for your file.
7. A Law Summary is available and can be printed for your State. To do so, go to the end of this package and select the Law Summary link under the form title and print. Review the Law Summary before beginning the process of completing the forms.

#### **B. Procedure**

Step 1: Complete all the forms using complete names – middle names instead of middle initials.

Step 2: File the Petition in the Superior Court at the address provided above and pay the appropriate fee.

Step 3: After filing, the Application for Change of Name will be reviewed in Judge-In-Chambers, Room 4220 of the District of Columbia Superior Court located at 500 Indiana Avenue, NW, Washington, DC 20001.

The application will be reviewed for completion, clarity and proper supporting documentation.

Step 4: The applicant will be required to provide the name of a designated newspaper for publication purposes. The selected newspaper must cover the metropolitan area (Maryland, District of Columbia and Virginia).

The purpose of the Order of Publication is to provide notice to the public that a request for change of name has been filed and to provide anyone with an opportunity to file a written objection or opposition to the applicant's request.

There is no provision in the Court Rules to waive the Order of Publication.

The Order of Publication will be signed by the assigned judge in Judge-In-Chambers. The applicant will be provided with two certified copies of the order and the application along with instructions. It is the applicant's responsibility to contact the designated newspaper in a timely fashion regarding the Order for Publication for change of name. Applicant's failure to provide a copy of the order to the newspaper will delay the processing of the request for change of name.

The Applicant will receive a "Certified Proof of Publication" from the designated newspaper once a publication costs had been paid in after the three weeks publication timeframe has expired. This document must be file with the court at the time of the hearing.

Step 5: The applicant will be required to notify any and all of their creditors via certified or registered mail, with a return receipt, if applicable.

Example:

- Mortgage Companies
- Student Loan
- Finance Companies
- Loan Companies
- Credit Card Companies
- Utility Companies

Step 6: The applicant will be provided with a date on which to return to complete the process for change of name. No application for change of name will be processed prior to the date provided by the court.

Appear as directed by the Clerk and present the Order to Change Name to the Court. At the hearing, any persons objecting to the requested Name Change will be heard by the Court; and the Court may examine, upon oath, the Petitioner(s) or other persons concerning the Petition.

Step 7: Obtain a certified copy of the Order from the Clerk after it has been signed by the Judge. You are now ready to notify appropriate persons and governmental agencies of the change.

## **NOTIFICATION OF YOUR NAME CHANGE**

Now that you have completed the name change process and received your Order, Judgment or Decree of Name Change, it is very important that you immediately notify the necessary government agencies, business entities and individuals of your "new" name.

To assist in this process, we have prepared a comprehensive "name change notification package" for your state. To "Preview" and order this package, please use the following link:

<http://www.uslegalforms.com/dc/DC-9087.htm>

Good Luck with your new name! If we may be of assistance in the future, please contact Customer Service:

1-(877) 389-0141- 8:30-5:00 Central Time Zone

or

<http://www.uslegalforms.com/help/>

## **NOTE ABOUT COMPLETING THE FORMS**

The forms in this packet contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

If you do not see the gray shaded form fields, go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a shaded letter “a”. Click in this button and the form fields will be visible.

The forms are locked which means that the content of the forms cannot be changed. You can only fill in the information in the fields.

If you need to make any changes in the body of the form, it is necessary for you to “unlock” or “unprotect” the form. **IF YOU INTEND TO MAKE CHANGES TO THE CONTENT, DO SO BEFORE YOU BEGIN TO FILL IN THE FIELDS. IF YOU UNLOCK THE DOCUMENT AFTER YOU HAVE BEGUN TO COMPLETE THE FIELDS, WHEN YOU RELOCK, ALL INFORMATION YOU ENTERED WILL BE LOST.** To unlock click on “Tools” in the Menu bar and then select “unprotect document”. You may then be prompted to enter a password. If so, the password is “uslf”. That is uslf **in lower case letters without the quotation marks**. After you make the changes relock the document before you begin to complete the fields.

After any required changes and re-protecting the document, click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. If problems, please let us know.

### **LAW SUMMARY**

**The law summary for this package may be located and printed from the following address:**

<http://www.uslegalforms.com/dc/DC-NAME-1.htm>



## **DISCLAIMER**

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