

STATE OF FLORIDA

NAME CHANGE

ADULT PACKET

Control Number - FL-NAME-3

This packet contains the following:

1. Instructions;
2. Forms List; and
3. Access to Florida Law Summary.

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In Florida, an action for a court ordered Change of Name begins with the filing of a Petition in the Circuit Court. The Petition must contain certain information. The forms in this packet include the necessary information for An Adult Name Change in the State of Florida.
- B. You can use this packet if:
 - ▶ The individual receiving the change of name is at least 18 years of age and have been a resident of and domiciled in the county in which the Petition for Name Change will be filed.
 - ▶ There is proper and reasonable cause for the requested change of name.
 - ▶ The name of the adult is not being changed to avoid debts or defraud creditors.

II. WHAT FORMS ARE INCLUDED

- A. Civil Cover Sheet (FL-NC-100) – required document containing general information required by the court. May be a general statewide form or a county specific form.
- B. Petition for Change of Name (Adult) (FL-12-982A) – This document is the basic request for a change of name and contains the details required by the statute for an adult name change.
- C. Disclosure from Non-Lawyer (FL-12-900A) – used only if a non-lawyer assisted you for a fee in completing the forms such as a Completion Service or Paralegal.
- D. Notice of Hearing (FL-NC-300) – This document provides notice to all interested parties of the hearing regarding the requested name change.
- E. Final Judgment of Change of Name (FL-12-982A) – This is the final Order of Name Change. It is the form that, once signed by the judge, is proof of the validity of the name change and the basis for changing your name in official records. Once this form is signed by the Judge and filed with the court, the name change is effective.

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.

III. PROCEDURE FOR CHANGE OF NAME (ADULT) FOR THE STATE OF FLORIDA

A. Preliminary Note:

1. The attached forms may be completed by:
 - a. Printing the forms or completing by hand. If you print the forms, 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 two (2) complete sets of forms.
4. All forms with a heading – the judicial circuit, the name of the court, the Petitioner’s name, the case number, and the division – require that the heading be completed. The judicial circuit, case number, and division can be obtained from the Clerk when you file your forms.
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, and 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 where you located 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: The Petition for Change of Name must be accompanied by a set of Petitioner’s fingerprints taken by a law enforcement agency. It is suggested that you contact the local Sheriff’s office or Police Department and determine the procedure and fee for being fingerprinted. It must be done at a law enforcement agency and be taken on an FBI approved fingerprint card.

Complete all the forms to the best of your ability. Use

complete names – middle names instead of middle initials. Remember some of the areas in the heading require information you can obtain from the Clerk. After completing the forms, you should sign the Petition before a notary public or deputy clerk. You file the originals of the Cover Sheet, the Petition, the Disclosure from Non-lawyer if required, and the Final Judgment. File all the forms except the Final Judgment with the clerk of the circuit court in the county where you live and keep a “stamp filed” copy for your records.

Step 2: Next, you must obtain a hearing date for the court to consider your request. You should ask the clerk of court, family law intake staff, or judicial assistant about the local procedure for setting a hearing. You may be required to attend the final hearing.

If only one parent is a resident of the county where the change of name(s) is sought **or** only one parent asks for the child(ren)’s name(s) to be changed, the other parent must be notified and his or her consent obtained, if possible. If the other parent consents to the change of name, a **Consent for Change of Name (Minor Child(ren))**, Florida Supreme Court Approved Family Law Form 12.982(d), should be filed.

File the Petition, and Consent for Change of Name if necessary, in the Circuit Court in the county in which the Minor is a resident and domiciled and pay the appropriate fee.

Step 3: If the other parent does not consent to the change of name, you may still have a hearing on the petition **if** you have properly notified the other parent about your petition and the hearing. If you know where he or she lives, you must use **personal service**. If you absolutely do not know where he or she lives, you may use **constructive service**.

Step 4: Next, you must obtain a **final hearing** date for the court to consider your request. You should ask the clerk of court, family law intake staff, or judicial assistant about the local procedure for setting a hearing. You may be required to attend the hearing. Included in these forms is a **Final Judgment of Change of Name (Minor Child(ren))**, Florida Supreme Court Approved Family Law Form 12.982(e), which may be used when a judge grants a change of name for a minor child(ren). If you attend the hearing, you should take the final judgment with you. You should complete the top part of the form, including the

circuit, county, case number, division, and the name(s) of the petitioner(s) and leave the rest blank for the judge to complete. It should be typed or printed in black ink.

Step 5:

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/fl/FL-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 “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 selecting “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/fl/FL-NAME-3.htm>

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