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STATE OF HAWAII

NAME CHANGE

MINOR PACKET

Control Number - HI-NAME-2

This packet contains the following:

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

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In Hawaii, an action for a court ordered Change of Name begins with the filing of a Petition in the Land court. The Petition must contain certain information. The forms in this packet include the necessary information for a Minor Name Change in the State of Hawaii.
- B. You can use this packet if:
 - ▶ You have proper and reasonable cause for the requested change of name.
 - ▶ You are not changing your name to avoid debts or defraud creditors.

II. WHAT FORMS ARE INCLUDED

- A. Fact Sheet - (HI-NC-200) This document provides details regarding the person requesting the name change.
- B. Order - (HI-NC-201) This is the final statement of the legalities and terms of your name change. Once this form is signed, the name change is effective.
- C. Notice of Change of Name - (HI-NC-202) Notice that your Petition has been filed. This should be published in the newspaper prior to the hearing.
- D. Petition - (HI-NC-203) This document states the reasons and other required details for your name change.
- E. Consent to Change Name - (HI-NC-204) This document provides the consent of a minor over the age of 10.

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.

III. PROCEDURE FOR CHANGE OF NAME (MINOR) FOR THE STATE OF HAWAII

- 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 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 who will complete the acknowledgement. Use your complete name - first name, middle name, last name.
6. When a form is filed, 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 last page of this package. Review the Law Summary before beginning the process of completing the forms.

B. Procedure

SUBMIT THE FOLLOWING FOR A CHANGE OF NAME:

- 1) The **PETITION**, one (1) original only, within 30 days of the notarized signature. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files. (Original will NOT be returned).
- 2) The **NOTICE OF CHANGE OF NAME**, one (1) original only.
- 3) The **ORDER**, one (1) original, plus five (5) copies.
- 4) A **certified copy** of your original birth certificate not older than 90 days prior to submission, original Naturalization Certificate or alien registration card.
- 5) One (1) **FACT SHEET**.
- 6) Copy of a prior name change decree, adoption decree, guardianship documents, marriage certificate, divorce decree, death certificate, **and/or** paternity documents when applicable.
- 7) **Filing fee.** Money order or check made payable to the "Office of the Lieutenant Governor" with the appropriate filing fee. Cash is accepted when you hand carry your documents. **All forms must be typed.**

A PETITION CONTAINING TYPOGRAPHICAL ERRORS, MISSING INFORMATION OR OTHERWISE NOT IN CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT BE ACCEPTED FOR PROCESSING.

The first thing you must do in order to legally change your name is to type in the information requested in the **PETITION**. Make sure that you fill in all the information requested. Detailed instructions are provided as follows:

- (1) This is the official heading. Type in your **full, legal name**, which would be your name exactly as it appears on your birth certificate unless you have subsequently married or legally changed your name. **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME.**
- (2) Check the appropriate response regarding felony convictions. If Petitioner has been convicted of a felony, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms of parole or probation, the date of final discharge of the sentence, whether there was a delayed acceptance of a guilty plea, if there was a pardon, by whom the pardon was granted.
- (3) Type in your new name exactly as you want it spelled once it is legally changed.
- (4) Sign the Petition in Black Ink, exactly as it is typed in the heading. **DO NOT USE INITIALS OR NICKNAMES IN THE SIGNATURE.** Sign this in front of the Notary, in Black Ink. The notary will complete his/her portion.

The **PETITION** for Change of Name must be submitted with the **NOTICE OF CHANGE OF NAME** and **ORDER** properly filled out. The directions for filling out these two documents are provided below.

- 1) **NOTICE OF CHANGE OF NAME.** At the upper left hand corner, type your name and address in the space provided. Type in the full, legal name in the heading exactly as you did on the Petition. Also type your legal name in the next two (2) spaces on the document (Please note: One space per sentence.), the new name on the third space and finally the name of the newspaper you've chosen for publication of the name change legal ad (one day only).

Submit one (1) original of NOTICE OF CHANGE OF NAME. Copies are not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the NOTICE to the newspaper agency for publication.** The NOTICE OF CHANGE OF NAME must be published in the newspaper within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. Failure to publish within the time required automatically voids the petition for change of name.

The newspaper will mail an AFFIDAVIT of publication to the office of the Lieutenant Governor within two weeks and a copy of the AFFIDAVIT to you for your files. If the office of the Lieutenant Governor does not receive an AFFIDAVIT from the newspaper, the Lieutenant Governor will assume that you did not have the change of name published and your Petition will be voided at the end of sixty (60) days. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

- 2) **ORDER.** Type in petitioners' name, address and phone number in the space below "After Recordation." Type in the full, legal name of each Petitioner in the heading exactly as you did on the Petition. Leave the spaces for the date in the document blank, but type in Petitioners' legal name and Petitioners' new name in the proper spaces. The Lieutenant Governor's office will fill in the date of publication, effective date and date of the Lieutenant Governor's signature. Submit one (1) original and five (5) copies of the **ORDER** to the office of the Lieutenant Governor along with the **PETITION**.

Once the office of the Lieutenant Governor receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER, (See H.R.S. 574b).

Mail or deliver the documents to: Office of the Lieutenant Governor

Mail the documents to:

Office of the Lieutenant Governor
P.O. Box 3226
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor
State Capitol
415 South Beretania Street, 5th Floor
Honolulu, Hawaii 96813

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

You may access the law summary by going to this URL address:

<http://www.uslegalforms.com/hi/Hi-NAME-2.htm>

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