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STATE OF MICHIGAN

NAME CHANGE

FAMILY PACKET

Control Number - MI-NAME-3

This packet contains the following:

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

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

- A. In Michigan, an action for a court ordered Change of Name begins with the filing of a Petition in the Probate court. The Petition must contain certain information. The forms in this packet include the necessary information for an Family Name Change in the State of Michigan.
- B. You can use this packet if:
- ▶ If each person receiving a name change has been a resident of the county in which you will file for a period of one (1) year prior to filing the Name Change.
 - ▶ You have proper and reasonable cause for the requested change of name.
 - ▶ You are not changing your name to avoid debts or defraud creditors.

Note:

1. Under Michigan law, every person 22 years of age or older who is requesting a name change must have two (2) complete set of fingerprints taken at a local police agency. Those fingerprints will be used by the Michigan State Police and Federal Bureau of Investigation to check criminal records. The Michigan State Police will send a report to the court regarding any criminal records.

If you have a criminal record, it will be presumed that you are seeking the name change with fraudulent intent. You will have the burden of establishing that this is not your intention. You must prove to the court that the name change is not being sought with fraudulent intent.

2. Fees:

Filing Fee - \$150.00 **[approximately as this varies from county to county]**

Fingerprint Fee - \$15.00 **[approximately as this varies from county to county and from agency to agency within a single county]]**

FBI Fingerprint Check Fee - \$54.00

Publication Fee in a county newspaper for the publication of the Notice of Hearing - the amount varies from county to county and newspaper to newspaper

Certified Copies of signed Order- the amount varies from county to county but is generally \$10 -15

II. WHAT FORMS ARE INCLUDED

- A. Petition to Change Name - (MI-C51) This document states the reasons and other required details for your name change.
- B. Order Following Hearing on Petition to Change Name - (MI-C52) This is the 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.
- C. Publication of Notice of Hearing on Name Change - (MI-101) A form presented to Newspaper for publication of the notice of the hearing date regarding the requested name change.

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 (FAMILY) FOR THE STATE OF MICHIGAN

- 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.

NOTE: The procedure involving copies may vary from county to county. Some counties will make the copy of the Order for you. The above recommendations are designed to insure you have at least the minimum number of copies to obtain the name change.

- 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. None of the current forms contain a notary block so none of them must be signed in the presence of the notary or court clerk. When signing be sure and 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: File the completed forms [Petition for Name Change and Publication of Notice of Hearing are filed at this time and the Order to Change Name is retained until the hearing], copies, one pre-addressed, postage paid envelope and pay the filing fee with in the Clerk's office. A case number and hearing date will be assigned at this time.
- Step 2: Take 1 copy of the completed "Filed" stamped copy of the Petition for Name Change (Form PC 51). Go to your local police agency for the fingerprint cards and have your fingerprints taken. They will advise you of the appropriate fee to be paid in E. below.
- Step 3: After you have had your fingerprints taken, mail or deliver the copy of the Petition for Name Change, the fingerprint cards, and the appropriate fee to the Michigan State Police. The fee must be made payable to the State of Michigan. Mail or deliver to:

Michigan State Police
Criminal Justice Information Center
7150 Harris Drive
Lansing, Michigan 48913

The Michigan State Police will review their criminal records and will forward the fingerprints to the Federal Bureau of Investigation. Once the Federal Bureau of Investigation has reviewed their records and reported the information to the Michigan State Police, the Michigan State Police will send a report to the court.

After the court receives the required report from the Michigan State Police, the court can schedule a hearing on your Petition for Name Change. The court will mail you a notice when the required report is received. The notice will be sent to you in the pre-addressed, postage paid envelope you provide the court at the time of filing.

NOTE: If you wish to inquire if the court has received the response from the Michigan State Police, contact the court eight weeks after you mail or deliver your fingerprint card to the Michigan State Police to find out if the required report has been received.

Step 4: Take copy of the Publication of Notice of Hearing to a local newspaper and pay the appropriate fee for having the Notice of Hearing published. You must request an Affidavit of Publication. The Affidavit of Publication will be mailed to you by the newspaper.

Step 5. Bring the Order and one copy to the hearing. Be sure and bring the Affidavit of Publication sent to you by the newspaper.

NOTE: If you are seeking to change the name of a minor, you must fully comply with sections 7A and 7B of the Petition

Step 6. 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.

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/mi/MI-NAME-3.htm>

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