

STATE OF NORTH CAROLINA

NAME CHANGE

ADULT PACKET

Control Number - NC -NAME-1

This packet contains the following:

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

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In North Carolina, an action for a court ordered Change of Name begins with the posting of the Notice of Intent to Change Name in the courthouse for ten (10) consecutive calendar days. The forms in this packet include the necessary information for an Adult Name Change in the State of North Carolina.
- B. You can use this packet if:
- ▶ You are at least 18 years of age and a resident of the county in which you will file.
 - ▶ You have good and sufficient cause for the requested change of name.
 - ▶ You are not changing your name as part of a divorce, adoption or paternity matter.
 - ▶ You are not changing your name to avoid debts or defraud creditors.

II. FOR AN ADULT, OR A MINOR WHO WILL BE 16 YEARS OF AGE BUT LESS THAN 18 AT THE TIME OF FILING, YOU WILL NEED TO COMPLETE THE STATE AND FBI CRIMINAL RECORDS CHECK! What do I do first?

SUGGESTION: The following site appears to be FBI approved and is a faster way to obtain the necessary FBI criminal history check required for the name change process. The detailed FBI process is included below in Section III. The Federal information below in Section II is from the following website:

<http://www.myfbireport.com/index.php>

1. READ THROUGH THE ENTIRE PACKET BEFORE DOING ANYTHING.

- a. First, you must have their fingerprints taken. Any adult, or minor 16 years of age or older, wishing to change their name should check with their Sheriff's department and determine if they do fingerprints for name changes and their schedule. You can also check at:

<http://www.myfbireport.com/locations/index.php>

and locate a location in your area where the live scan process is available for taking fingerprints.

- b. An original fingerprint card is required for the State Criminal Record Check and an original fingerprint card required for the Federal Criminal Record Check.

- **You must request ink fingerprinting for the Federal Criminal Record Check.**

2. State Bureau of Investigation (SBI) procedures for requesting a Criminal Record Check.

An individual may obtain a copy of his or her criminal history record by submitting a written request to the:

North Carolina State Bureau of Investigation
Criminal Information and Identification Section
Attention: Application Unit – Right to Review
3320 Garner Road Post Office
Box 29500
Raleigh, North Carolina 27626-0500

The “Right to Review Request Form” and instructions are available at:

<https://ncdps.s3.amazonaws.com/s3fs-public/documents/files/SBIRight-to-Review.pdf>

The right to review request form must be accompanied by a certified check or money order in the amount of \$14.00 payable to the North Carolina State Bureau of Investigation, and must contain proof of identity to include:

1. Complete name and address
2. Race
3. Sex
4. Date of Birth
5. Social Security Number – Optional

- This can be done by providing a copy of your North Carolina Driver’s License and your Birth Certificate.

NOTE: Right to Review includes the right to a copy of your state criminal history.

3. The “My FBI Report” procedure for requesting an FBI Criminal Record Check:

Step 1 - Completing My Forms

The first document to complete is the two page FBI Criminal Report Request and Mailing Checklist form. This form is required with all orders. It is available and can be completed at:

http://www.myfbireport.com/pdf/FBI_Criminal_Report_Request.pdf

When paying by credit card, include the Credit Card Authorization form. If you would like your order sent directly to an attorney, you must include the Attorney Release. Detailed instructions for each form are included below.

FBI Criminal Report Request Form

This form is required with all orders. Required fields are:

Applicant Information

The applicant's first name, last name and date of birth are required. Please use your surname or "family name" for your last name. Use your "given name" as your first name and if you have more than one middle name, please list them on separate lines.

Applicant Home Address

The applicant's full home address is required. This includes the street address, city, state, postal or zip code and country.

Applicants must indicate if they are a U.S. Citizen or Legal Permanent Resident (green card). If you are not a U.S. Citizens or Legal Permanent Residents, you must order your report directly from the FBI. Please visit their website at www.fbi.gov/about-us/cjis/nics/general-information/cgbrochure

Home phone number and an email address are not required, but are helpful if we need to contact you about your order. We encourage you to include this information.

Mail Results to This Address

Please be aware that My FBI Report can only mail FBI criminal history results to addresses in the United States.

You do not need to complete this section if you would like your FBI Criminal Report results mailed to the applicant's home address.

FBI criminal history records can only be mailed to the applicant's attorney. When completing this section to have your results mailed to your attorney, you must include the Attorney Release

mailed to
form.

Shipping

Please check one of the Shipping Option boxes and enter the corresponding shipping fee in the payment column. There is no charge for standard USPS First Class Mail.

- USPS First Class Mail
- USPS Priority Mail (2-3 Day Delivery)
- FedEx (Overnight Delivery)

Additional Copies

To prevent forgeries and alterations, your FBI Criminal Report will be printed on special paper that creates a "VOID" watermark on photocopies. Please be aware that you will not be able to make unaltered copies of your FBI Criminal Report.

Enter the number of extra copies you would like included with your order and enter the total charges in the payment column. If you only need one copy of your FBI Criminal Report, you do not have to enter anything on this line.

Important Note: FBI security standards require that we purge all FBI Criminal Report information after it has been delivered to the applicant. Because of these guidelines, additional copies of an old report cannot be purchased. However, you can submit new fingerprints at any time.

Total Payment

Please enter your order total on the "Total Payment Enclosed" line. This should include the base report fee, premium shipping fee, if any, and the total cost of additional copies of the criminal history report.

Payment Type

For payments with Visa or MasterCard, please include a completed and signed Credit Card Authorization form. When paying by Cashier's Check or Money Order, please make the payment payable to National Credit Reporting. To access the form, go to <http://www.fbi.gov/aboutus/cjis/identity-history-summary-checks/credit-card-payment-form>.

Reason for My Request

Access to FBI criminal history information is regulated by Federal and State law. My FBI Report follows all FBI guidelines when processing orders, therefore we are not able to process your request if it is for employment or licensing. See the FAQ for more information these restrictions.

Please select the best match for why you are requesting your personal FBI Criminal Report. If you're unsure which option to choose, you can review the reasons to check my criminal report for more information.

- Personal Review/Correction

- Work Visa/Student Visa
- Foreign Residency/Travel
- Adoption
- Court Related
- Attorney Request

Signature and Date

Don't forget to sign and date your application.

Mailing Checklist Form

This document is required with all orders and can be downloaded as part of the FBI Criminal Request form. The Mailing Checklist form includes an affidavit stating that the information on your FBI Criminal Report Request form is true and correct, and that the fingerprint card(s) you are submitting have your fingerprint impressions.

Affidavit Statement

Don't forget to sign and date the mailing checklist affidavit statement at the top of this form.

Required Checklist

Please verify that you have completed each checklist item as you prepare to submit your forms and fingerprints to My FBI Report.

Frequently Ask Questions (FAQ)

The **FAQ** is not actually a form, but it is something that the FBI would like you to read and understand before you order your personal criminal history. It includes important information regarding who can request an FBI criminal record and how that information may be used once it has been received. To access the FAQ, go to <http://www.myfbireport.com/pdf/FAQ.pdf>.

Step 2 - Capturing Your Fingerprints

For fastest service, a **My FBI Report Preferred Live Scan Location** can capture your fingerprints and submit them electronically, eliminating the need to mail or express deliver paper fingerprint cards.

When not using a Live Scan service, fingerprints can be submitted to My FBI Report on standard FBI fingerprint cards. Most police departments, sheriff's offices and college campus security offices will "capture" your fingerprints for a small fee.

Most fingerprinting locations use the standard FBI Fingerprint Form (FD-258). If you're not sure, it is a good idea to confirm that your fingerprints are being

taken on an FBI approved fingerprint card. The person taking your fingerprints should be a trained technician. To obtain the FBI Fingerprint Form (FD-258), go to

http://www.myfbireport.com/pdf/applicant_fd_258.pdf

While it is not required because of the extra cost involved, some customers have two sets of prints taken. Poor quality prints may be rejected by the FBI, and even an experienced fingerprint technician can have a difficult time getting good quality prints on some applicants. Work-worn hands with faded skin texture can make fingerprints more difficult to roll.

If turnaround time on your order is critical, consider sending two fingerprint cards. If the first fingerprint card is rejected by the FBI because of poor fingerprint quality, we can quickly submit the prints from the second card, saving valuable time.

When submitting two fingerprint cards, you will be contacted for authorization before the second set of prints is submitted to the FBI. Each submission to the FBI will incur the standard report fee.

Step 3 - Submitting My Forms & Fingerprints

This section provides instructions for submitting your order to My FBI Report after completing your application forms and having your fingerprints taken.

What to Submit

Use the list below to make sure you have included all required items with your order. You can also use the checklist on the Mailing Checklist form.

- FBI Criminal Report Request form is required with all orders
- Mailing Checklist form is required with all orders
- Payment in the form of cashier's check, money order or credit card
- Credit Card Authorization form is required if payment is by credit card
- Attorney Request form is required only if the criminal report is to be mailed directly to your attorney
- One or more copies of your fingerprint impressions on an FBI approved fingerprint card(s).

How to Submit

If you live near a **My FBI Report** Preferred Live Scan Location, the local facility will collect your completed application forms and capture you fingerprints for electronic submission. **THIS ELIMINATES THE NEED TO MAIL FINGERPRINT CARDS, WHICH MAY SHORTEN THE TIME IT TAKES TO RECEIVE YOUR PERSONAL CRIMINAL HISTORY REPORT.**

When submitting paper fingerprint cards, you may use a large envelope and standard US Mail to send your application forms and fingerprints to My FBI Report. Do not fold the fingerprint card(s).

For faster results, use USPS Priority Mail or an overnight delivery service when submitting your order.

Please review the **Completing My Forms** section of this page for a description of forms that are required for your application.

Where to Submit

Send your completed forms and fingerprints to:

National Credit Reporting
ATTN: FBI Consumer Report Request
6830 Via Del Oro, Suite 105
San Jose, CA 95119

Step 4 - Receiving My Report

Depending on the shipping option you selected, you will receive your personal FBI Criminal Report by US Postal Service mail or FedEx.

My FBI Report strives to process all orders for submission to the FBI on the day they are received. However, incomplete or missing information will delay processing, so please double check your application for completeness before submitting.

Copy Proof Paper

Following FBI guidelines, your FBI Criminal Report will be printed on copy-proof paper to prevent changes or modifications. One printed copy of your personal criminal history report is included with each order. For a small fee, additional copies can be requested when you place your order.

Ordering Copies of Old Reports

Important Note: FBI security standards require that we purge all FBI Criminal Report information after it has been delivered to the applicant. Because of these guidelines, additional copies of an old report cannot be ordered. However, you can submit new fingerprints at any time.

Delivery Time

You should receive your FBI Criminal Record report within 5-7 business days when using standard shipping - USPS First Class Mail.

Delivery time can be shortened to 2-3 business days with USPS Priority Mail, or overnight by using FedEx. Additional fees apply for premium shipping.

Estimated delivery times are from the day your application and fingerprint card(s) are received and processed by My FBI Report. Orders are normally processed the day they are received; however, an incomplete application or missing information will delay processing. If you have not received your results within 21 days of your request, please contact our office.

III. Requesting FBI Criminal Record Report directly from the FBI.

Step 1: Complete the **Applicant Information Form**. To access the form, go to

<https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf>.

- Include your complete mailing address. Please provide your telephone number and/or e-mail address, if available.

Step 2: Obtain a set of your fingerprints.

- Provide the original fingerprint card. Previously processed cards or copies will not be accepted.
- Your name and date of birth must be provided on the fingerprint card. Fingerprints should be placed on a **standard fingerprint (FD-258)** commonly used for applicant or law enforcement purposes.
- Include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions).
- If possible, have your fingerprints taken by a fingerprinting agency.
- To ensure the most legible prints possible, refer to the

form
purposes.

agency.

Recording

brochure, go to

Legible Fingerprints brochure. To access the

http://www.fbi.gov/aboutus/cjis/fingerprints_biometrics/recording-legible-fingerprints.

Step 3: Submit payment.

- Option 1: Obtain a money order or cashier's check for \$18.00 U.S. dollars made payable to the Treasury of the United States. Please be sure to sign where required.
- Option 2: Pay by credit card using the Credit Card Payment Form. Don't forget to include the expiration date of the credit card that you are using.

- Important note: Cash, personal checks, or business checks WILL NOT be accepted.
- Payment must be for the exact amount.
- If the request is for multiple copies per person, include \$18 for each copy requested.

Step 4: Review the **FBI Identification Record Request Checklist** to ensure that you have included everything needed to process your request. To access the checklist, go to <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/identity-historysummary-request-checklist-1>.

Step 5: Mail the required items listed above—signed applicant information form, fingerprint card, and payment of \$18 U.S. dollars for each person or copy requested—to the following address:

FBI CJIS Division - Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306

Note: Although the FBI employs the most efficient methods for processing these requests, processing times may take approximately five to six weeks depending on the volume of requests received. For more information on how to obtain an acceptable criminal record check you may go to the following web address to each applicant or print the information on each website and provide a hard copy to each agency.

<http://www.fbi.gov/about-us/cjis/background-checks> (Federal Criminal Record Check)

II. WHAT FORMS ARE INCLUDED AND/OR REQUIRED:

- Special Proceedings Cover Sheet - (NC-NC-103) This document provides the court with certain information about the parties.
- Notice of Intent to Change - (NC-NC-100) Notice that you intend to bring your Petition for Change of Name for hearing. This must be posted in the manner described below.
- Petition for Name Change - (NC-NC-101) This document states the reasons and other required details for your name change.
- Affidavit of Character - (NC-NC-102) Provides proof of the good character of the petitioner as required by statute.
- Affidavit Re Outstanding Tax or Child Support Obligation - (NC-NC-105) Required affidavit regarding petitioner's obligation re taxes or child support, if any.

NOTE: The Order will be provided by the Court after it is signed by the Judge.

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.

IMPORTANT: See Note re Form Fields on the last page of this forms packet.

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

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 has been included at the end of this form packet. Review the Law Summary before beginning the process of completing the forms.

B. General Procedure - (Use if County specific Addendum is not available)

STEP 1

Complete the **Notice of Intent to File Name Change** form. Please take this form to the Clerk of Court-Special Proceedings Department at the Civil Courts Building, 800 E. Fourth Street, Room 201, Charlotte, NC

STEP 2

Your **Notice of Intent to File Name Change** will be posted on the bulletin board (between the escalator and the elevators) on the first floor of the Mecklenburg County Courthouse (823 E. Fourth Street) for ten (10) consecutive days, as required by North Carolina statute. If the 10th day is a holiday or weekend, it must stay posted until the end of the next business day.

STEP 3

Complete the **Petition for Name Change** by typing or printing *neatly* using black ink. Please note that this form **MUST** be signed before a notary and notarized.

STEP 4

If you are an adult wishing to change your name, you must have two (2) **Affidavits of Character** from RESIDENTS OF MECKLENBURG COUNTY who are NOT related to you. Each **Affidavit** MUST be notarized.

STEP 5

Complete the **TOP PORTION** of the **Order of Name Change**.

STEP 6

When the **Notice of Intent to File Name Change** has been posted for 10 full, consecutive days please remove it from the bulletin board and take it to the Clerk of Court -Special Proceedings Department in Room 3720.

At the time you are filing the Notice of Intent to File Name Change you will need to bring with you the following documents:

- State Bureau of Investigation Criminal Record Check
- Federal Bureau of Investigation Criminal Record Check
- Petition for Name Change
- Two (2) Affidavits of Character
- Affidavit Regarding Outstanding Tax or Child Support Obligation
- Birth Certificate (1 original and 1 copy)
- Photo Identification (driver's license, passport, etc).
- Proof of Residency - Documents with your name and current address (utility bill, phone bill, cable bill)

Filing fee in cash or money order
Order of Name Change

If you wish a copy of the Order mailed to you, you will need to provide a self-addressed stamped envelope at the time you file the Notice of Intent.

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/nc/NC-NAME-1.htm>

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