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STATE OF NEW HAMPSHIRE

NAME CHANGE

ADULT PACKET

Control Number - NH-NAME-1

This packet contains the following:

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

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In New Hampshire, 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 Adult Name Change in the State of New Hampshire.
- B. You can use this packet if:
- ▶ You are at least 18 years of age and have been a resident of the county in which you will file for the required amount of time as reflected in the law summary.
 - ▶ 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 name change is NOT requested as part of a Family Court case.

II. WHAT FORMS ARE INCLUDED

- A. Petition for Change of Name - (NH-NC-100) This document states the reasons and other required details for your name change.
- B. You will also need the original and copy of one of the following:
1. Driver's License
 2. Birth Certificate
 3. Passport

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 NEW HAMPSHIRE

- A. Preliminary Note:
1. The form may be completed by:
 - a. Printing the forms and completing by hand. Use black ink and print neatly.
 - b. Printing the form and completing using a typewriter.

- c. By completing the form on your computer using a word processing program and then printing the form.
2. Use complete names and not initials. Check your spelling carefully, a misspelled word can delay your name change.
3. Print three (3) complete copies of the form.
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 the form using complete names - middle names instead of middle initials.
- Step 2: File the Petition in the Probate Court in the county in which you have been a resident and pay the appropriate fee. Currently, the filing fee is \$80.00 but this is subject to change without notice.
- Step 3: After filing you will receive a Notice of Hearing in the mail. This Notice will provide the date and time for the hearing.
- Step 4: Appear as directed by the Notice of Hearing. 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. If the court approves the Name Change, you will receive a Certificate of Change of Name on the day of the hearing.

Step 5: If you need extra copies of the Certificate of Change of Name, you can request them at the Probate Court for a fee of \$5.00 each.

General Information for Individuals Receiving a Name Change in New Hampshire:

A. If a petition for name change is granted, the person whose name has changed should be aware of the following:

1. You must continuously use your new name. You must abandon all further use of your former name so that there will be no confusion as to your name or identity among the public or within the community of which you are a part.
2. You will remain obligated and duty-bound to complete and perform all contractual obligations assumed under your old name whether those obligations are financial or personal in nature.
3. If you hold a New Hampshire driver's license, you must notify the New Hampshire Department of Motor Vehicles of the name change within ten (10) days of the date of the decree changing your name, as required by RSA 263:9.
4. You are also under an obligation to change or alter any other records identifying you by your old name. It is your responsibility to notify any and all parties or organizations in custody or possession of such records of your name change so that any rights or benefits pertaining to such records will not be impaired or lost.

B. Examples of records for which notification should be provided are:

- Passport
- Social Security
- Internal Revenue Service and other taxing authorities
- Insurance Policies and Retirement Plans
- Financial records such as bank accounts, credit cards, stocks, bonds and other securities
- Medical records
- Employer personnel records (present and former)
- Voter registration
- State government records such as operating licenses, motor vehicle registrations and any on-going court cases

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/nh/NH-NAME-1.htm>

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