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**STATE OF NEW JERSEY**

**NAME CHANGE**

**ADULT PACKET**

**Control Number - NJ-NAME-1**

This packet contains the following:

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

## I. EXPLANATION OF COMPLAINT FOR CHANGE OF NAME

- A. In New Jersey, an action for a court ordered Change of Name begins with the filing of a Verified Complaint in the Superior Court. The Complaint must contain certain information. The forms in this packet include the necessary information for an Adult Name Change in the State of New Jersey.
- B. You can use this packet if:
  - ▶ If the person receiving the name change is 18 years of age or older, and a resident of the county in which the Verified Complaint will be filed.
  - ▶ There is proper and reasonable cause for the requested change of name.
  - ▶ The change of name is not to avoid debts or defraud creditors.

## II. WHAT FORMS ARE INCLUDED

- A. **Verified Complaint Including Certification of Plaintiff for Name Change** - (NJ-NC-100) This document states the reasons and other required details for your name change.
- B. **Order Fixing Date of Hearing** - (NJ-NC-101) This officially sets the matter for hearing.
- C. **Final Judgment** - (NJ-NC-102) 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.
- D. **Proof of Mailing** - (NJ-NC-103) Notice that your Complaint for Change of Name has been filed and the matter has been set for hearing. This should be published in the newspaper prior to the hearing.
- E. **Sample Newspaper Notice** - (NJ-NC-104) This form is the form published in the newspaper to give the public notice of the name change.
- F. **Civil Case Information Statement** - (NJ-NC-105) This document provides additional information for the filing of the name change request.

If you 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 (ADULT) FOR THE STATE OF NEW JERSEY

- A. Overview of the process of changing the name of an adult in New Jersey:
  - 1. You must fill out forms and send them to the proper court with the appropriate filing fee.

2. Shortly after filing the forms, the court will return the complaint and order fixing the date of hearing and they will contain the Docket Number and they will inform you as to the newspaper where you must publish the date of the hearing. You should immediately contact the newspaper and have the order fixing the date of the hearing published. It must be published a minimum of two weeks prior to the date of the hearing. You must also give notice to the appropriate parties of the hearing date and provide the court with proof of this notification. This will be discussed further below.
3. After you appear in court at the hearing, you must publish the final judgment of name change in the local newspaper and send copies of the certified final judgment to the Department of the Treasury and the Registrar of Vital Statistics. If the adult has a driver's license, you must also notify the Division of Motor Vehicles as well.

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.
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 "Docket Number" 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, 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. Keep copies of all your documents.
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 all the forms using complete names - middle names instead of middle initials.**

- A. Fill out the Verified Complaint-this form tells the court what your present name is and what you wish to change it to and why you want to change it. Note that you must list any pending criminal charges you might have against you. Finally, you sign the Certification which states that the information in the complaint is true to the best of your knowledge.
- B. Complete the Order Fixing Date of Hearing and the Final Judgment forms. Enter the information requested. Note that there are specific places on the forms that the court will complete.
- C. Fill out the Civil Case Information Statement (CIS). This form summarizes the case for the court.
- D. Prepare a check in the amount of \$200.00 payable to the "Treasurer, State of New Jersey".

Step 2: **Mail or Deliver your forms to the court.**

- A. Check your forms and make sure they are complete. Remove all the instruction sheets. Verify that you have signed the forms where needed. Now is the time to make three copies of the forms - two copies will be sent with the original to the court and one copy is for your records.
- B. Checklist - your package should contain the following:
  - The original and two copies of each of the following forms: Verified Complaint, Order Fixing Date of Hearing, Final Judgment and the Case Information Statement.
  - The filing fee in the amount of \$200 payable to the Treasurer, State of New Jersey.
  - A self-addressed and stamped envelope for the court to use in returning the forms to you.
- C. It is recommended that you use certified mail, return receipt requested when mailing your forms.

Step 3: **Review the copies returned by the court.** Note the Docket Number has been added to the Verified Complaint and the Order Fixing Date of Hearing. This number must be used on all forms or documents you send to the court. At this time the court will inform you of the date of the hearing and the newspaper in which notice of the hearing must be published.

Step 4: **IF YOU HAVE CRIMINAL CHARGES PENDING, notify the county prosecutor of your application for a name change.** If the charges were brought by the Attorney General you must also send a copy to that office. To each you must send a copy of the Verified Complaint and Order Fixing Date of Hearing by certified mail - return receipt requested.

Step 5: **Publish the Order Fixing Date of Hearing.** Take the Notice of Filing to the newspaper designated in the Order Fixing Date of Hearing and request publication once at least two (2) weeks prior to the scheduled hearing. This notice form is included in this packet of forms.

Step 6: **Send the Affidavit of Publication to the Court.** Once the Order Fixing Date of Hearing is published, the newspaper will send you an affidavit of publication. Make a copy of the affidavit and send the original to the court immediately after you receive it.

Step 7: **IF YOU MAILED COPIES TO THE COUNTY PROSECUTOR OR THE ATTORNEY GENERAL: Complete the Proof of Mailing and send it to the court.**

After you have mailed all the required copies of the Verified Complaint and the Order Fixing Date of Hearing complete the Proof of Mailing form and attach any green return receipts. Send the Proof of Mailing to the court and retain a copy for your records.

Step 9: **Appear in Court on the Day and Time Set by the Court.** 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 or other persons concerning the Complaint.

Step 10: **Publish the Final Judgment in the Newspaper.** After the hearing, the court will enter the original Final Judgment signed by the Judge. Next, you must publish the Final Judgment in the newspaper chosen by the court. The Final Judgment must appear in the newspaper no more than 20 days after the date of the Judgment. After you have published the Final Judgment, the newspaper will send you an original affidavit of publication.

Step 11: **Send the Affidavit of Publication to the court.** This must be done within 45 days of the date the judgment was entered or signed.

Step 12. **Request a Certified Copy of the Final Judgment.** This may be done by mail or in person. The fee for the certified copy is \$5.00. Retain the original of the certified copy in your records. Copies of the Certified Copy of the Final Judgment must be sent to the Department of the Treasury, the Registrar of Vital Statistics, and presented in person at the Motor Vehicle Agency or Regional Service Center.

Step 12: **Send certified copies of the Final Judgment must be sent to the Department of the Treasury within 45 days after the signing of the Judgment.** You must include a check or money order in the amount of \$50.00 payable to the New Jersey State Treasurer. Mail the copy of the certified Final Judgment with the check or money order and a stamped self-addressed envelope to the following address:

Department of the Treasury  
Division of Revenue  
Judgment Name Change Unit  
P.O. Box 453  
Trenton, NJ 08646

Step 13: **NOTE:** If you are seeking to change the name on your birth certificate you will need to send the Bureau of Vital Records in the state in which you were born a copy of the certified Final Judgment.

If the you were born in New Jersey, the address for the proper office is:

Bureau of Vital Statistics  
P.O. Box 370  
Trenton, NJ 08625

In New Jersey, there is also a \$27.00 fee if you want to receive a corrected birth certificate.

If you were not born in New Jersey contact the bureau of vital records in the state in which you were born. A helpful site is:

[www.vitalrec.com](http://www.vitalrec.com)

Step 14: **Notify the Director of Motor Vehicles.** If you have a NJ Driver's License, you must also notify the Director of Motor Vehicles within two weeks of the date of the final judgment. You can send a copy of the certified Final Judgment to :

Director of Motor Vehicles  
225 E. State Street  
Trenton, NJ 08666

## Superior Court Civil Division Managers' Offices

Below is a list of addresses and phone numbers of Civil Division Managers in every courthouse. You must send the forms to the Civil Division Manager in the Superior Court in the county in which you reside. Use this list of addresses to find the appropriate Superior Court to file your papers.

Civil Division Manager  
**Atlantic County Civil Court Building**  
1201 Bacharach Boulevard  
Atlantic City, NJ 08401  
(609) 345-6700

Civil Division/Finance Unit  
**Bergen County Justice Center**  
Room 415, 10 Main Street  
Hackensack, NJ 07601  
(201) 527-2601

Civil Division Manager  
**Burlington County Courts Facility**  
49 Rancocas Road  
Mount Holly, NJ 08060  
(609) 518-2815

Civil Division Manager  
**Camden County Hall of Justice**  
101 South Fifth Street  
Camden, NJ 06103-4001  
(856) 379-2234

Civil Division Manager  
**Cape May County Superior Court**  
4 Moore Road, DN 203  
Cape May Court House, NJ  
08210  
(609) 463-6515

Civil Division Manager  
**Cumberland County Courthouse**  
Broad & Fayette Streets  
Bridgeton, NJ 08302  
(856) 453-4331

Civil Division Manager  
**Mercer County Courthouse**  
175 South Broad Street

Trenton, NJ 08650-0068  
(609) 571-4452

Civil Division Manager  
**Middlesex County Courthouse**  
1 John F. Kennedy Square  
P.O. Box 2633  
New Brunswick, NJ 08903  
(732)-981-3055

Civil Division Manager  
**Monmouth County Courthouse**  
71 Monument Park  
Freehold, NJ 7728-1266  
(732) 677-4298

Civil Division Manager  
**Morris County Courthouse**  
Washington & Court Streets  
P.O. Box 910  
Morristown, NJ 07963-0910  
(973) 656-4110

Civil Division Manager  
**Ocean County Justice Complex**  
120 Hooper Avenue  
Toms River, NJ 08754  
(732) 929-2042

Civil Division Manager  
**Passaic County Courthouse**  
77 Hamilton Street  
Paterson, NJ 07505-2017  
(973)247-8176

Civil Division Manager  
**Salem County Courthouse**  
92 Market Street  
Salem, NJ 08079  
(856) 935-7510

Civil Division Manager



**Somerset County**

**Courthouse**

40 North Bridge Street

P.O. Box 3000

Somerville, NJ 08876

(908) 231-7054

Civil Division Manager  
**Essex County Courts Building**  
470 Martin Luther King Blvd  
Room 208 HCH  
Newark, NJ 07102  
(973) 693-6521

Civil Division Manager  
**Gloucester County Courthouse**  
Broad and Delaware Streets  
Woodbury, NJ 08096  
(856) 853-3375

Civil Division Manager  
**Hudson County Superior Court**  
583 Newark Avenue  
Jersey City, NJ 07306  
(201) 795-6398

Civil Division Manager  
**Hunterdon Justice Center  
Hunterdon Civil Division**  
65 Park Avenue, 2<sup>nd</sup> Floor  
Flemington, NJ 08822  
(908) 237-5832

Civil Division Manager  
**Union County Courthouse**  
Two Broad Street  
Elizabeth, NJ 07207  
(908) 659-3844

Civil Division Manager  
**Warren County Courthouse**  
413 Second Street  
Belvidere, NJ 07823  
(908) 475-6143

## NOTES ON COMPLETING THESE FORMS

The form(s) 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.

It is also helpful to be able to see the location of the 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.

**By clicking on the appropriate form field, you will be able to enter the needed information. In some instances the form field and the line will disappear after information is entered. In other cases it will not. This is appropriate and the way the form is designed to function.**

## **LAW SUMMARY**

The law summary for this package may be located and printed from the following address:

[\*\*http://www.uslegalforms.com/nj/NJ-NAME-2.htm\*\*](http://www.uslegalforms.com/nj/NJ-NAME-2.htm)

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