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**STATE OF NEVADA**

**NAME CHANGE**

**ADULT PACKET**

**Control Number - NV-NAME-1**

This packet contains the following:

1. [Instructions](#);
2. [Forms](#); and
3. [Access to Nevada Law Summary](#).

## I. WHO CAN USE THESE FORMS

You can use this Petition for Change of Name if:

- You live in the County in Nevada in which you will file for at least 6 weeks immediately prior to filing, and you plan to live in the same County in Nevada for the foreseeable future after the Petition is filed.
- You are over 18 years old.
- You have not been convicted of a felony.
- You are not changing your name to avoid creditors or to defraud someone.

## II. WHAT FORMS ARE INCLUDED

- Petition for Change of Name** - This document states the reasons and other required details for your name change.
- Notice of Petition for Change of Name** - Notice that you intend to seek a name change for publication purposes.
- 2 Orders for Change of Name** - Use the order with the reference to birth certificate if you want your certificate changed to show only your new name. Use the other order if you want your birth certificate to show your old name and new name.
- Request for Summary Disposition** - This form requests that they consider your matter as a matter for summary disposition instead of hearing.
- Affidavit of Petitioner** - This document provides additional details regarding your request for name change.
- Civil Cover Sheet** - This document provides additional information for the filing of the name change request.

## III. FILE THE PETITION FOR CHANGE OF NAME AND THE NOTICE OF PETITION FOR CHANGE OF NAME

To begin the process you will need to file the Petition and Notice of Petition with the Court Clerk. Be sure to sign the Petition in front of a Notary Public or Court Clerk and make three copies of all documents before you file the Petition and Notice. At the time you file the Petition you will also pay the filing fee. You may desire to call the Clerk to obtain the amount of the fee and the accepted form of payment. The Clerk will provide you with the stamped filed copy and assign your case a case number.

## IV. PUBLISH THE NOTICE

You must publish the Notice of Petition in a newspaper of general circulation in \_\_\_\_\_ County one time per week for 3 weeks in a row. The paper must be a paper of general circulation in the County. A fee is charged by the paper for the publication. After you have the notice published you will need to make sure that a proof of publication is filed with the Court.

## **V. HEARING**

No hearing may be held until at least 11 days after the last day your Notice was published by the paper. At the hearing date set by the Court you will need to arrive early and present your Petition to the Court for hearing. Bring extra copies of the papers. Answer all questions from the Court and then present the Order to the Court for signature if the Petition is approved. Then obtain a certified copy of the Order from the Clerk as proof of the name change.

## **VI. AFTER THE HEARING**

If you were born in Nevada, you may receive a certified copy of your new birth certificate. Contact the Department of Vital Statistics for the appropriate fee for this copy and mail your request with a cover letter to:

Department of Vital Statistics  
505 E. King St., Room 102  
Carson City, NV 89701-4749

The letter needs to have your name, mailing address, and the city where you were born. The department will send you one certified copy of your new birth certificate.

Notify other persons of the name change by letter or other form and provide a certified copy of the order, if needed.

## **VII. SUMMARY DISPOSITIONS**

Some counties will also a Summary Disposition of the Petition without a hearing while others will not. If a Summary Disposition is allowed you will need to complete two additional forms. (1) Request for Summary Disposition and (2) Affidavit for Summary Disposition.

In Counties that allow a Summary Disposition, ask the Clerk about the procedures. Generally, you will need to file the Request and Affidavit and also present for the Court a copy of the Petition and other documents including the Proof of Publication. If accepted, the Court will sign the order without requiring a hearing.

## VIII. NOTES ON COMPLETING THE FORMS

Most of the blanks in the forms are self-explanatory and you can easily determine what to type in the spaced provided CODE \_\_\_\_\_, Case No. \_\_\_\_ and Dept No.\_\_\_\_ on all papers will be provided by the Clerk. If you have any problems or questions, you should consult your Court Clerk. Although they do not provide advice, most are very helpful about Court procedures.

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.

## **FORMS**

In order that we can provide you with the most up to date forms at all times, all forms are located on our servers for you to download, complete and print. Downloading instructions are provided and we will assist if you have any problems.

**IMPORTANT NOTE:** WRITE DOWN THE USERNAME AND PASSWORD SHOWN BELOW BECAUSE YOU WILL NEED TO ENTER IT EXACTLY (case sensitive) TO DOWNLOAD THE FORMS.

The download page you will access by using the link below contains links to download the forms for this package, as well as a brief description of each form. Once you reach the download page, the easiest procedure to download the forms is to right click on the form links and select "save target as" to save each form to your hard drive.

To access the download page you are required to use the following login (PLEASE WRITE THIS DOWN):

USERNAME: lasvegas  
PASSWORD: casino01

The download link can be accessed by any of the following methods:

1. Copy the link below and paste into your browser URL location.
2. Type the link below exactly (case sensitive) as shown into your browser.
3. Click on the highlighted link below.

Download Link:

<http://www.uslegalforms.com/data/namechange/NV-NAME-1/NV-NAME-1.htm>

**[http://www.uslegalforms.com/data/namechange/NV-NAME-1/NV-NAME-](http://www.uslegalforms.com/data/namechange/NV-NAME-1/NV-NAME-1.htm)**

**[1.htm](http://www.uslegalforms.com/data/namechange/NV-NAME-1/NV-NAME-1.htm)**

## **LAW SUMMARY**

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

[\*\*http://www.uslegalforms.com/products.php/NV-NAME-1.htm\*\*](http://www.uslegalforms.com/products.php/NV-NAME-1.htm)

## **DISCLAIMER**

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