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STATE OF RHODE ISLAND

NAME CHANGE

FAMILY PACKET

Control Number - RI-NAME-3

This packet contains the following:

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

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In Rhode Island, 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 a Family Name Change in the State of Rhode Island.
- B. You can use this packet if:
- ▶ You 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.

II. WHAT FORMS ARE INCLUDED

- A. Petition to Change Name - (RI-NC-100) The document in which you are asking the court to grant your name change along with any other relief requested.
- B. Advertisement - (RI-NC-301) The document in which you are notifying others of your intent to change your name.
- C. Rhode Island Department of Health Form - (RI-NC-101) The document in which you provide certain information to the Rhode Island Dept. of Health.

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 RHODE ISLAND

- 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 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.
- Step 2: File the Petition in the Probate Court in the county in which you have been a resident and pay the appropriate fee.
- Step 3: After filing the Clerk will advise you how a hearing will be set. You must completed the Advertisement and provide at least ten (10) days notice prior to the hearing. Follow the directions of the Clerk.
- Step 4: A BCI Authorization form will be provided by the Clerk if necessary. This must be completed, if necessary.
- Step 5: Appear as directed by the Clerk and present the Order to Change Name to 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(s) or other persons concerning the Petition.

Step 6: Obtain a certified copy of the Decree from the Clerk after it has been signed by the Judge. The Clerk of the Probate Court will send a certified copy of the Decree along with the Rhode Island Department of Health Form to the Rhode Island Department of Health for filing. You are now ready to notify appropriate persons and governmental agencies of the change. You must notify the registry for driver's licenses in writing regarding the name change within ten days after receipt of the Decree.

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/ri/RI-NAME-3.htm>

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