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STATE OF VERMONT

NAME CHANGE

FAMILY PACKET

Control Number - VT-NAME-3

This packet contains the following:

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

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In Vermont, 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 Vermont.
- 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 for Change of Name - (VT-NC-100) This document states the reasons and other required details for your name change.
- B. Petition for Change of Name of Minor - (VT-NC-200) This document states the reasons and other required details for the name change of a minor.

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.

III. PROCEDURE FOR CHANGE OF NAME (FAMILY) FOR THE STATE OF VERMONT

- 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 MUST be signed in the presence of the court clerk. 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: You may partially complete the petition form #122 but do NOT sign the form until you appear before the court. The top portion of the form must be filled out by inserting the District, your full legal name and your town of residence. Be sure that all middle names are given. Do not use initials unless you wish the initials to appear in your name change.
- Step 2: File the Petition in the Probate Court in the county in which you have been a resident and pay the appropriate fee. The entry fee is due when you come in to sign the petition.
- Step 3: A recently certified copy of your birth record must also be filed with the petition. This birth record must be certified by the Town/City Clerk or the State Vital Records within the past 6 months.
- Step 4: Also required to be filed are certified copies of the birth record of any child under 18 and your marriage record, if married.
- Step 5: After the petition is signed, the court will complete a notice to be published in a newspaper once a week for two successive weeks. **YOU ARE RESPONSIBLE FOR THE COSTS OF PUBLICATION.** If you would like an estimate, please contact the newspaper in your area.
- Step 6: It will be your responsibility to provide the court with proof of the publication of the notice. You should ask the newspaper to provide you with (1) an affidavit of publication or (2) tear sheets. You must file this proof with the court.

Step 7: When proof of publication is received, the court will issue an order. You will receive two certified copies of the order. You may request additional certified copies at any time. You are now ready to notify appropriate persons and governmental agencies of the change.

Please telephone the court when you have the necessary documents to make an appointment to appear before the judge to sign the petition.

Note: ALL DOCUMENTS FILED WITH THE COURT MUST REMAIN WITH THE COURT. THESE DOCUMENTS WILL NOT BE RETURNED TO YOU.

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.

DISCLAIMER

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LAW SUMMARY

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

<http://www.uslegalforms.com/vt/VT-NAME-3.htm>