

# Getting Started

## Request for Name Change (Adult)

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**IMPORTANT:** This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to change your name as an adult. Your use of the forms does not guarantee you will be successful in court.

To learn how to fill out the forms and file them with the court, read the *HOW TO CHANGE YOUR NAME (for an Adult)* instruction sheet and the instructions on the forms.

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <b>Names of forms:</b>                                             | <ul style="list-style-type: none"> <li>• <i>Request for Name Change (Adult)</i></li> <li>• <i>Publication Notice of Court Date for Request for Name Change (Adult)</i></li> <li>• <i>Order for Name Change (Adult)</i></li> </ul>                                                                                                                                                                                                                                                         |
| <b>Purpose of the forms:</b>                                       | To ask the court for a name change.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Types of cases the forms CAN be used for:</b>                   | Cases asking the court to change the name of 1 adult only.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Types of cases the forms CANNOT be used for:</b>                | <ul style="list-style-type: none"> <li>• Cases asking the court to change your name if you are less than 18 years old are not allowed.</li> <li>• Cases asking the court to change your name if you have not lived in Illinois continuously for 6 months are not allowed.</li> <li>• Cases asking the court to change the name of more than 1 adult require a different form.</li> <li>• Cases asking the court to change the name of minor children require a different form.</li> </ul> |
| <b>Special information or papers needed to complete the forms:</b> | Papers relating to your criminal record if you have one. A criminal record may prevent the court from changing your name.                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Statutes covering the forms:</b>                                | <a href="#">735 Illinois Compiled Statutes</a> , section 5/21-101 through section 5/21-104.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Where to find the forms and instruction sheet:</b>              | <a href="http://www.illinoiscourts.gov/Forms/approved/">http://www.illinoiscourts.gov/Forms/approved/</a> .                                                                                                                                                                                                                                                                                                                                                                               |
| <b>For more information:</b>                                       | Read the <i>HOW TO CHANGE YOUR NAME (for an Adult)</i> instruction sheet that comes with these forms. You may also find more information, resources, and the location of your local county self help center at: <a href="http://www.illinoislegalaid.org/legal-information/adult-name-change">www.illinoislegalaid.org/legal-information/adult-name-change</a> .                                                                                                                          |

# HOW TO CHANGE YOUR NAME (for an Adult)

## Who can ask the court for a name change?

To change your name you **MUST**:

- Be at least 18 years old; AND
- Have lived in Illinois for at least 6 months.

You **CAN NOT** change your name if you have been convicted of:

- A felony and have not been pardoned or you finished your sentence less than 10 years ago; OR
- Identity theft or aggravated identity theft and have not been pardoned; OR
- Felony or misdemeanor: criminal sexual abuse when the victim at the time is under 18 years of age, sexual exploitation of a child, indecent solicitation of a child, or indecent solicitation of an adult, or any other offense that requires you to register as a sex offender, and have not been pardoned.

## What forms do I need to fill out to change my name?

- **Request for Name Change:** gives the court the information needed to decide if you can change your name. A person who knows you must also sign the form.
- **Publication Notice of Court Date for Request for Name Change:** tells the public you are asking the court to change your name and is published in a newspaper for 3 weeks.
- **Order for Name Change:** is used by the judge to say your *Request for Name Change* is granted or denied.

## What costs will I need to pay to change my name?

- **Filing Fee:** to file your forms with the Circuit Clerk.
- **Publication Fee:** to put your notice in the newspaper.
- **Certified Copy Fee:** if your name change is granted and you need certified copies of the court order.

If you cannot afford these fees, you may apply for a fee waiver with the court. This is a separate set of forms you can find at: <http://www.illinoiscourts.gov/Forms/approved/>.

## What do I do after I fill out the forms?

### Step 1: File the forms with the court where you live.

- Find the courthouse in the county where you live: [www.illinoiscourts.gov/circuitcourt/circuitmap/map1.asp](http://www.illinoiscourts.gov/circuitcourt/circuitmap/map1.asp)
- You must electronically file (e-file) your forms. If you are unable to e-file for other reasons, you can ask the court to file by mail or in person. To ask the court for approval to file this way, you can use the *Certification for Exemption from E-Filing* form found here: <http://www.illinoiscourts.gov/Forms/approved/default.asp>.
- To e-file, create an account with an e-filing service provider. Visit <http://efile.illinoiscourts.gov/service-providers.htm> to select a service provider. Some service providers are free, while others charge a processing fee.

For instructions on how to e-file for free with Odyssey eFileIL, see *Odyssey File & Serve: Individual Filer User Guide* here:

<https://tylertech.egain.cloud/kb/ilh5/content/PROD-16579/HTML-5-Individual-Filer-User-Guide-20170>

- If you do not have access to a computer, or if you need help e-filing, take your forms to the Circuit Clerk's office, where you can use a public computer to e-file your forms. You can bring your paper forms, or bring them saved on a flash drive. The terminal will have a scanner and computer that you can use to scan, save, and e-file your forms.
- The Circuit Clerk will give you a hearing date and time. Write them on the *Publication Notice of Court Date for Request for Name Change*. Make sure the hearing date is at least 8 weeks after the date you file the forms at court.

### Step 2: Publish your *Publication Notice of Court Date for Request for Name Change* in a newspaper in the county where you live once a week for 3 weeks in a row.

- Contact a newspaper in your county and set up publication of the notice.
- If there is no newspaper in your county, contact a convenient newspaper published in Illinois.
- Give a copy of the *Publication Notice of Court Date for Request for Name Change* to a newspaper.
- The notice must appear in a newspaper for the first time at least 6 weeks before your hearing date.
- Newspapers may charge you a publication fee.

### Step 3: Get a Certificate of Publication from the newspaper and file it with the court.

- After the notice appears in a newspaper for 3 weeks get a Certificate of Publication from the newspaper.
- Ask the newspaper how you will get the Certificate of Publication. The newspaper will either:
  - Send the Certificate directly to the Circuit Clerk;
  - Mail the Certificate to you; OR
  - Tell you to pick up the Certificate in person.
- Take the Certificate of Publication to the courthouse and file it with the Circuit Clerk before your court date.
- If the newspaper sends the Certificate directly to the Circuit Clerk, make sure it arrives before your court date and ask the newspaper to send you a copy.

### Step 4: Go to your court hearing.

- Get to the court 45 minutes before your hearing time.
- Bring these items to your court hearing:
  - Photo I.D.;
  - Stamped copies of: *Request for Name Change*, *Publication Notice of Court Date for Request for Name Change*, and *Certificate of Publication*;

- Other papers related to your *Request* (like papers showing that at least 10 years have passed since completion and discharge of your sentence).
  - Confirm the court room number and go to that room.
  - Check in quietly with the judge's clerk, court assistant, or court bailiff. Wait for your name and case number to be called.
  - You may be placed under oath, answer the judge's questions truthfully.
  - The judge will either GRANT or DENY your *Request*. The judge will write this on the Order and sign it.
  - File the signed *Order* with the Circuit Clerk.
  - If GRANTED, get certified copies of the *Order* from the Circuit Clerk. You need a certified copy of the *Order* to change your name on records like birth certificate, social security card, and a driver's license.
  - There may be a fee for the certified copies.
- *Order for Name Change*; AND

|                                                                                                                                                                                                        |                                                                                          |                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------|
| <b>STATE OF ILLINOIS,<br/>CIRCUIT COURT</b><br><br>_____ COUNTY                                                                                                                                        | <b>REQUEST FOR NAME CHANGE<br/>(ADULT)</b>                                               | For Court Use Only          |
| <b>Instructions ▼</b><br>Directly above, enter the county name where you will file this case.<br><br>Enter your current name.<br><br><b>DO NOT</b> enter a Case Number, the Circuit Clerk will add it. | Request of:<br><br>_____<br><b>Your current name</b> ( <i>First, middle, last name</i> ) | _____<br><b>Case Number</b> |

|                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In 1, enter your complete current name.                                                                                                                              |
| In 2, enter the new full name you would like.                                                                                                                        |
| In 3, enter your complete current address.                                                                                                                           |
| In 4, enter the date you started living in Illinois.                                                                                                                 |
| In 5, enter the year you were born.<br><b>DO NOT</b> enter your entire date of birth.                                                                                |
| In 6, enter the city, county, state, and country where you were born.                                                                                                |
| In 7-9, check the boxes that apply to your criminal history.                                                                                                         |
| In 10, 11, and 12 check whether you have or have not been convicted or put on probation for the crime listed.                                                        |
| If you checked "have" in 10 or 11 and have not been pardoned, <u>the court cannot give you a name change.</u>                                                        |
| If you checked "have" in 12 and have not been pardoned or have not completed your probation or sentence over 10 years ago, the court may not give you a name change. |

**I ask the court to enter an order to change my name, and I state:**

1. My current name is:  
 \_\_\_\_\_  
*First Middle Last*
2. I wish my name to be changed to:  
 \_\_\_\_\_  
*First Middle Last*
3. My address is: \_\_\_\_\_  
*Street City State ZIP*
4. I have lived continuously in Illinois for at least 6 months beginning: \_\_\_\_\_  
*Date*
5. My year of birth is: \_\_\_\_\_  
*Year*
6. My place of birth is: \_\_\_\_\_  
*City County State/Province Country*
7. I  **have**  **have not** been adjudicated or convicted of a felony or misdemeanor in Illinois or any other state for which a pardon has not been granted.
8. I  **do**  **do not** have an arrest for which charges have not been filed.
9. I  **do**  **do not** have a pending felony or misdemeanor charge.
10. I  **have**  **have not** been convicted of or placed on probation for a crime which requires me to register as a sex offender in Illinois or any other state.
11. I  **have**  **have not** been convicted of or placed on probation for identity theft or aggravated identity theft in Illinois or any other state.
12. I  **have**  **have not** been convicted of or placed on probation for a felony in Illinois or any other state.



|                                                                                                                                                                                  |                                                                                          |                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------|
| <b>STATE OF ILLINOIS,<br/>CIRCUIT COURT</b><br><br>_____ COUNTY                                                                                                                  | <b>ORDER FOR NAME CHANGE<br/>(ADULT)</b>                                                 | For Court Use Only          |
| <b>Instructions ▼</b><br>Directly above, enter the county name where the case was filed.<br>Enter your current name.<br>Enter the case number given to you by the Circuit Clerk. | Request of:<br><br>_____<br><b>Your current name</b> ( <i>First, middle, last name</i> ) | _____<br><b>Case Number</b> |

**The Court reviewed your *Request for Name Change* and finds:**

**DO NOT** check any boxes on this form. The judge will check the correct boxes at the hearing.

- The Court has jurisdiction.
- Correct notice was done by newspaper publication.  
 In this Newspaper: \_\_\_\_\_  
 On these Dates: \_\_\_\_\_
- The statements made in the *Request for Name Change* meet the statutory requirements.
- The statements made in the *Request for Name Change* **do not** meet the statutory requirements.

**IT IS ORDERED:**

- The *Request for Name Change* is GRANTED.

The name of:

\_\_\_\_\_ *First*                      *Middle*                      *Last*

is changed to:

\_\_\_\_\_ *First*                      *Middle*                      *Last*

- The *Request for Name Change* is DENIED.  
 The *Request* is denied for the following reason(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ENTERED:**

\_\_\_\_\_ *Judge*                                              \_\_\_\_\_ *Date*

Enter your current full name.

Enter the new full name you would like.

**DO NOT** enter the Judge and Date. The judge will sign here.

|                                                                        |                                                                                          |                             |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------|
| <b>STATE OF ILLINOIS,<br/>CIRCUIT COURT</b><br><br>_____ COUNTY        | <b>PUBLICATION NOTICE OF COURT<br/>DATE FOR REQUEST FOR NAME<br/>CHANGE (ADULT</b>       | For Court Use Only          |
| Instructions ▼                                                         | Request of:<br><br>_____<br><b>Your current name</b> ( <i>First, middle, last name</i> ) | _____<br><b>Case Number</b> |
| Directly above, enter the name of the county where the case was filed. |                                                                                          |                             |
| Enter your current name.                                               |                                                                                          |                             |
| Enter the case number given to you by the Circuit Clerk.               |                                                                                          |                             |

**There will be a court date on my Request to change my name from:**

|                               |                                                 |
|-------------------------------|-------------------------------------------------|
| Enter your current full name. | _____<br><i>First</i> <i>Middle</i> <i>Last</i> |
|-------------------------------|-------------------------------------------------|

to the new name of:

|                                         |                                                 |
|-----------------------------------------|-------------------------------------------------|
| Enter the new full name you would like. | _____<br><i>First</i> <i>Middle</i> <i>Last</i> |
|-----------------------------------------|-------------------------------------------------|

Get the court date and time from the Circuit Clerk when you file the *Request for Name Change*.  
 Make sure the date is at least 8 weeks after the date you file this form with the Circuit Clerk.

**The court date will be held:**

on \_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m.,  
*Date*                                      *Time*

at \_\_\_\_\_,  
*Street Address*                                      *City*                                      *County*

Enter the address of the court and the court room number.

in Courtroom # \_\_\_\_\_  
*Room Number*

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

\_\_\_\_\_  
*/s/*  
*Your Signature*

For information on how to publish this Notice, see *How to Change your Name (for an Adult)*.

\_\_\_\_\_  
*Your Current Name*