

Getting Started

Request for Name Change (Adult)

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.

Names of forms:	<p>Required forms:</p> <ul style="list-style-type: none"> • <i>Request for Name Change (Adult)</i> • <i>Order for Name Change (Adult)</i> <p>Optional forms depending on the facts in your case:</p> <ul style="list-style-type: none"> • <i>Publication Notice of Court Date for Request for Name Change (Adult)</i> • <i>Motion to Waive Notice & Publication</i> • <i>Order on Motion to Waive Notice & Publication</i>
Purpose of the forms:	To ask the court for a name change. You do not have to file a <i>Request for Name Change</i> if your name has been changed by a court order (for example, divorce judgment) or by a valid marriage certificate. You would need to file a <i>Request</i> if your divorce judgment does not address changing your name.
Types of cases the forms CAN be used for:	Cases asking the court to change the name of 1 adult only.
Types of cases the forms CANNOT be used for:	<ul style="list-style-type: none"> • Cases asking the court to change your name if you are less than 18 years old are not allowed. • Cases asking the court to change your name if you have not lived in Illinois continuously for 6 months are not allowed. • Cases asking the court to change the name of more than 1 adult require a different form. • Cases asking the court to change the name of minor children require a different form.
Special information or papers needed to complete the forms:	Papers relating to your criminal record if you have one. A criminal record may prevent the court from changing your name.
Statutes covering the forms:	735 Illinois Compiled Statutes , section 5/21-101 through section 5/21-104.
Where to find the forms and instruction sheet:	http://www.illinoiscourts.gov/Forms/approved/ .
For more information:	<p>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:</p> <p>www.illinoislegalaid.org/legal-information/adult-name-change.</p>

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
- You must electronically file (e-file) court documents unless you qualify for an exemption from e-filing.
 - You will qualify for an exemption if: (1) you do not have internet or computer access at home and it would be difficult for you to travel to a place where you could use a computer, (2) you have a disability that keeps you from e-filing, or (3) you have trouble reading or speaking in English.

- Fill out a *Certification for Exemption from E-Filing* found here: www.illinoiscourts.gov/Forms/approved/default.asp.
- File the original and 1 copy of your form, and the *Certification*, with the clerk's office in person or by mail.
- 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 the self-help user guides here: http://www.illinoiscourts.gov/CivilJustice/Resources/Self-Represented_Litigants/self-represented.asp
- If you do not have access to a computer, or if you need help e-filing, take your form to the Circuit Clerk's office where you can use a public computer terminal to e-file your form.
 - You can bring your form on paper or saved on a flash drive.
 - The terminal will have a scanner and computer that you can use to e-file your form.

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.

Find Illinois Supreme Court approved forms at: <http://www.illinoiscourts.gov/Forms/approved/>.

- 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*; *Order for Name Change*; AND
 - 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.

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

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 your 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:

<i>First</i>	<i>Middle</i>	<i>Last</i>
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2. I wish my name to be changed to:

<i>First</i>	<i>Middle</i>	<i>Last</i>
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3. My address is:

<i>Street</i>	<i>City</i>	<i>State</i>	<i>ZIP</i>
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4. I have lived continuously in Illinois for at least 6 months beginning:

	<i>Date</i>
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5. My birth date is:

	<i>Date</i>
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6. My place of birth is:

<i>City</i>	<i>County</i>	<i>State/Province</i>	<i>Country</i>
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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.

In 13, describe what you were convicted of or placed on probation for, if you checked "have" in 10, 11, or 12.
If you run out of space, use a separate piece of paper.

13. If you checked "have" in 10, 11, or 12 complete the following:

Description of Felony or Misdemeanor	Date of Conviction or Probation	Sentence Received (include parole and supervised release)	Date Sentence Completed	Pardoned? (Yes or No)

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

I certify that everything above is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

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 _____ *Street Address* _____

_____ *Print Your Name* _____ *City, State, ZIP* _____

_____ *Telephone* _____

GETTING COURT DOCUMENTS BY EMAIL: If you agree to receive court documents by email, check the box below and enter your email address. You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information or notice of court dates. Other parties may still send you court documents by mail.

I agree to receive court documents at this email address during my entire case.

_____ *Email*

NOTE
This section should be filled out by someone else, not the person asking for a name change.

VERIFICATION BY WITNESS

I, _____
First *Middle* *Last*

certify that what is stated above is true and correct to the best of my knowledge and belief.

Witness: Enter your full name.

_____ *Witness Signature*

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

_____ *Witness Name*

Witness: Sign and print your name.

_____ *Street Address*

Witness: Enter your complete address.

_____ *City, State, ZIP*

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

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: _____
- Notice requirement was waived.
- 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 reasons: _____

ENTERED:

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

_____ *Judge* _____ *Date*

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	PUBLICATION NOTICE OF COURT DATE FOR REQUEST FOR NAME CHANGE (ADULT	<i>For Court Use Only</i>
Instructions ▼ 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.	Request of: _____ Your current name (<i>First, middle, last name</i>)	_____ Case Number

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

Enter your current full name.	_____ <i>First Middle Last</i>
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to the new name of:

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

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	MOTION TO WAIVE NOTICE & PUBLICATION (REQUEST FOR NAME CHANGE)	<i>For Court Use Only</i>
Instructions ▼	REQUEST OF: _____ <i>(First, middle, last name)</i>	_____ Case Number
Directly above, enter the county name where you will file this case.		
Enter the name of the person requesting the name change.		
DO NOT enter a Case Number, the Circuit Clerk will add it.		

You can only use this form if:

- you believe that notice or publication will put the person whose name would be changed at risk of physical harm or discrimination; OR
- you have or have previously been granted a protective order.

In **3**, check all boxes that apply. If none apply to you, you cannot use this form.

If you check **3a**, describe how notice or publication would put you at risk.

1. I am filing a *Request for Name Change* for myself or my children.
2. I am seeking a waiver of the notice and publication requirement.
3. I need this waiver because *(check 3a or 3b and all other boxes that apply)*:
 - a. notice and publication of the name change would put the person whose name would be changed at risk of physical harm and/or discrimination because:

If you check **3b**, also check which type of orders you have or had to protect you.

Attach copies of the orders and any other documents that support your claim to this *Motion*.

- b. I have or did have protection granted by:
 - Order of Protection;
 - Stalking No Contact Order;
 - Civil No Contact Order;
 - Protective Order in someone else's criminal case;
 - Been a protected person under someone else's bail conditions; OR
 - Similar protective order in another state: _____

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ORDER ON MOTION TO WAIVE NOTICE & PUBLICATION (REQUEST FOR NAME CHANGE)	For Court Use Only
Instructions ▼ Directly above, enter the county name where the case was filed. Enter the name of the person requesting the name change. Enter the case number given to you by the Circuit Clerk.	Request of: _____ (First, middle, last name)	_____ Case Number

The Court reviewed the *Motion to Waive Notice & Publication* and finds:

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

- Notice and publication will put the person whose name would be changed at risk of physical harm or discrimination **OR** the Petitioner is or has been protected under one or more of the following:
- Illinois Domestic Violence Act
 - Civil No Contact Order Act
 - As a condition of bail under subsections (b) through (d) of Section 110-10 of the Code of Criminal Procedure
 - Stalking No Contact Order Act
 - Article 112A of the Code of Criminal Procedure
 - Similar provision of a law in another state or jurisdiction
- Notice and publication will **NOT** put the person whose name would be changed at risk of physical harm or discrimination **AND** the Petitioner has **NOT** been protected under one of the statutes listed above.

IT IS ORDERED:

- The *Motion to Waive Notice & Publication* is **GRANTED**. The notice and publication requirement is waived. The Circuit Clerk shall impound this case pursuant to 735 ILCS 5/21-103.
- The *Motion to Waive Notice and Publication* is **DENIED**.
 The *Motion* is denied for the following reasons: _____

ENTERED:

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

_____ Judge _____ Date