

## **Instructions for Name Change - Adult**

Forms: Civil Information Sheet – Petition for Change of Name – Notice of Hearing by  
Publication – Notice of Hearing by Mail – Order Changing Name

**Caution: Use of forms without the assistance of an attorney could harm your legal rights. You may want to have an attorney review your completed forms before you file them with the court. These are basic forms and may not cover every situation.**

*Read Directions Completely – Please Type or Print Neatly*

1. Petitioner: Complete a Civil Cover Sheet. You will only need to complete the Plaintiff information section. When selecting the nature of the suit, mark the “Name Change” box located in the Civil section under the Miscellaneous heading.
  
2. Complete the Petition for Change of Name except for the case and court numbers. In paragraph #3 of the Petition for Change of Name, only list your **YEAR** of birth where indicated.3. Sign the Petition for Change of Name. Your signature is your affirmation that you are not requesting the change of name for any improper purpose, it is allowed under current law, and that all of the information in the petition is accurate to the best of your knowledge.
  
4. File the original and 1 copy of the Petition for Change of Name with the Clerk of the District Court in the county in which you reside and pay the required filing fee. (Check with the Clerk to find out the fee applicable in your county.)
  
5. Obtain the case number from the Clerk of the District Court when you file.
  
6. Contact the Clerk, or the Administrative Assistant, for the court to which the case has been assigned and ask for a date and time for a hearing before the court and what the court requires for notice (publication, mail or both).

7. Give notice as required by the court.

Notice of Hearing by Publication requires you to publish notice of the hearing once a week for three consecutive weeks in a newspaper that is authorized by law to publish legal notices and is published in the county where the case is filed. No judgment can be entered until the proof of service is approved by the court and filed. The newspaper may send a statement of publication directly to the court or to you. If it is sent to you be sure to bring it with you to the hearing for filing with the Clerk of the District Court.

Each Notice of Hearing by Mail should be sent by registered mail – return receipt requested. Bring the return receipt(s) with you to the hearing for filing with the Clerk of the District Court.

8. Complete the Order Changing Name for the judge’s signature. Bring the Order Changing Name along with proof that you gave notice of hearing by publication or mail as required by the court (see # 7).
9. After your hearing, make several copies of the signed Order Changing Name. File the original Order Changing Name with the Clerk of the District Court and ask the Clerk to file-stamp the additional copies at that time. You may need to request certified copies of the Order from the Clerk. (The Social Security Administration and the Kansas Office of Vital Statistics will require certified copies of the Order.)

### **IMPORTANT INFORMATION ABOUT BIRTH CERTIFICATES**

You are not required to report your name change to the Kansas Office of Vital Statistics or other custodial agency for birth certificates. Send a certified copy of the Order Changing Name to Vital Statistics or other custodial agency for birth certificates, along with a request letter and the appropriate fee, ONLY if you want to amend your birth certificate to reflect your new name.

If you amend your birth certificate, keep a copy of your original birth certificate.