

# 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.

<b>Names of forms:</b>	<ul style="list-style-type: none"> <li>• <i>Request for Name Change (Adult)</i></li> <li>• <i>Notice of Filing 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/AdultNameChange">www.illinoislegalaid.org/AdultNameChange</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.
- **Notice of Filing a 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.

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

### Step 1 – File the forms with the court.

- You must file the forms in the county 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)
- Make 3 extra copies of each form and bring them to the Circuit Clerk at the courthouse with the originals.
- The Circuit Clerk will give you a hearing date and time. Write them on the *Notice of Filing a Request for Name Change*. Make sure the hearing date is at least 8 weeks after the date you file the forms at court.
- The Circuit Clerk will stamp and keep the original forms. Have the Circuit Clerk also stamp the extra copies of your forms.
- Pay the filing fee or ask the court for a fee waiver.
- **Note:** You may be able to file online. Check your local Circuit Clerk's website to see if online filing is an option. Find your Circuit Clerk's website at: <http://www.ilcourtclerks.org/illinois-court-clerks/>.

### Step 2 – Publish your *Notice of Filing a 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 *Notice of Filing a 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*, *Notice of Filing a 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.

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

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

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

In 1, enter your complete current name.

1. My current name is:

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

In 2, enter the new full name you would like.

2. I wish my name to be changed to:

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

In 3, enter your complete current address.

3. My address is:

\_\_\_\_\_ *Street* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP*

In 4, enter the date you started living in Illinois.

4. I have lived continuously in Illinois for at least 6 months beginning:

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

In 5, enter the year you were born.  
**DO NOT** enter your entire date of birth.

5. My year of birth is:

\_\_\_\_\_ *Year*

In 6, enter the city, county, state, and country where you were born.

6. My place of birth is:

\_\_\_\_\_ *City* \_\_\_\_\_ *County* \_\_\_\_\_ *State/Province* \_\_\_\_\_ *Country*

In 7, 8, and 9 check whether you have or have not been convicted or put on probation for the crime listed.

7. 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.

8. I  **have**  **have not** been convicted of or placed on probation for identity theft or aggravated identity theft in Illinois or any other state.

9. I  **have**  **have not** been convicted of or placed on probation for a felony in Illinois or any other state.

If you checked "have" in 7 or 8 and have not been pardoned, the court cannot give you a name change.

If you checked "have" in 9 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.

In **10**, describe what you were convicted of or placed on probation for, if you checked "have" in 7, 8, or 9.  
If you run out of space, use a separate piece of paper.

10. If you have been convicted or placed on probation for any crime, 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)

Check the box if you need language help and enter the language you speak.

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.

After you finish this form, sign and print your current name.

Enter your complete current address and telephone number.

**Language Access**

If language help is available in court, I would like help. I speak: \_\_\_\_\_  
*Language*

**I certify that everything above is true and correct to the best of my knowledge.  
I understand that making a false statement in this form could be perjury.**

\_\_\_\_\_  
*Your Signature*

\_\_\_\_\_  
*Street Address*

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

\_\_\_\_\_  
*City, State, ZIP*

\_\_\_\_\_  
*Telephone*

**NOTE**

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

Witness: Enter your full name.

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: Sign and print your name.

Witness: Enter your complete address.

**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 Signature*

\_\_\_\_\_  
*Witness Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, ZIP*

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

**There will be a court hearing on my request to change my name from:**

<p>Enter your current full name.</p>	<p style="text-align: center;"><i>First</i>                      <i>Middle</i>                      <i>Last</i></p>
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to the new name of:

<p>Enter the new full name you would like.</p>	<p style="text-align: center;"><i>First</i>                      <i>Middle</i>                      <i>Last</i></p>
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Get the hearing 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 hearing will be held:**

on \_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m.,

*Date*                                      *Time*

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

at \_\_\_\_\_,

*Street Address*                                      *City*                                      *County*

in Courtroom # \_\_\_\_\_.

*Room Number*

Sign your current name

Print your current name.

Take this form to a newspaper to publish once a week for 3 weeks. The notice must appear in a newspaper for the first time at least 6 weeks before your hearing date.

\_\_\_\_\_

*Your Signature*

\_\_\_\_\_

*Your Current Name*

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

**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.