

# How to File Your Name Change (For an Adult)



## Make sure you have all your court forms.

- ✓ It is very important that you read the instructions on this sheet.
- ✓ Take all your court forms with you to the court.

## Follow these steps.

1<sup>st</sup>

**Review your forms.** Make sure you have all of the forms listed below, and that they are correct.

- *Notice of Intent to Change Name*
- *Petition for Name Change*
- Two (2) *Affidavits of Character*
- *Order and Certificate of Name Change* \*

Sign only the *Notice of Intent to File Name Change*.

2<sup>nd</sup>

**Turn in your *Notice of Intent*.** Take this form to the Clerk of Court-Special Proceedings Department at the Mecklenburg County Courthouse, 832 E. Fourth Street, Room, 3720.

3<sup>rd</sup>

**The Clerk of the Court will post your *Notice of Intent*** on the bulletin board in the Mecklenburg County Courthouse (832 E. Fourth Street) for ten (10) consecutive days, as required by North Carolina Statute.

\* **Note:** To get a copy of the *Order and Certificate of Name Change*, you will need to go to the SelfServe Center between the hours of **8:30 AM and 12:00 PM**, or request a copy at the Special Proceedings department.

4<sup>th</sup>

**Take your forms to a Notary Public (see page 2).**

- Sign the *Petition for Name Change* in the presence of a Notary.
- Have two friends each fill out an *Affidavit of Character* form and sign it in front of a Notary

5<sup>th</sup>

**File your forms.** After the ten days are completed, return to the courthouse and go to the public notice bulletin board on the first floor of the courthouse on the left just past the escalator, as you are facing the elevators. Remove your *Notice of Intent to Change Name*, and take this form along with all of your other forms to Special Proceedings Room 3720.

Bring these documents with you:

- Your court forms
- One original and one copy of the birth certificate of the person whose name is to be changed
- Your photo identification (driver's license, passport, etc.)

Filing Fees are regulated by the North Carolina General Assembly, and are subject to change. Please consult with the Staff of the Civil Filing Department or the SelfServe Center for the most up to date fees.

## Notary Public

- Do **NOT** sign any form that needs to be notarized until you are in the presence of the Notary.
- You can find a Notary Public at the Sheriffs Department on the first floor of the Mecklenburg County Courthouse, banks, insurance companies and law firms, or in the Yellow Pages
- They often charge a small fee and require you to show a picture ID

## What do you do when you have your *Order*?

After you have the *Order* that changes the name, you may need to change the name on public and private records including:

- |                         |                        |
|-------------------------|------------------------|
| a. Social Security Card | i. Doctors             |
| b. Drivers License      | j. Insurance Companies |
| c. Passport             | k. State Tax Authority |
| d. Post Office          | l. Clubs               |
| e. IRS                  | m. Memberships         |
| f. Voter Registration   | n. Employer            |
| g. Banks                | o. Retirement plans    |
| h. Credit Cards         |                        |

You may also need change the name on the following documents:

- |                      |                      |
|----------------------|----------------------|
| a. Will              | d. Trust             |
| b. Health Care Proxy | e. Power of Attorney |
| c. Living Will       | f. Contracts         |