

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. See more detailed instructions at www.fultonfamilydivision.com.
- ✓ Take all your forms with you to court.

Follow these steps.

1st

Review your forms to make sure they are correct. Arrange your forms into **three** complete sets in the order that they were listed in I-CAN!

2nd

Take your forms to a Notary Public. Sign and date any forms that require notarization in the presence of the Notary.

Notary Public:

- You can find a Notary Public at some banks or businesses or government offices.
- You may be charged a fee. Be sure to bring with you a valid piece of picture ID.

3rd

File your forms. Take all three sets of your forms to the Clerk's office of the Court named at the top of your forms. Before you file, find out the fee charged to file your forms. Keep one set of forms for your records.

4th

Publish the Notice for four weeks in the local newspaper. You can arrange this to be done when you file your forms at the Clerk's Office.

5th

File your final Decree. You may obtain the final *Decree* 30 days after you file your *Petition* or 4 weeks after publishing the *Notice*. When you obtain the *Decree*, take it to the Clerk's Office for filing and ask for a certified copy.

6th

Take the certified Decree to the Department of Vital Records in order to change your birth certificate.

Need more help?

Contact the Family Law Information Center at (404) 335-2789