

## **REQUIRED ITEMS FOR CHANGE OF NAME (FAMILY)**

**NOTE: Unless otherwise noted, all forms listed below can be found at [www.flcourts.org](http://www.flcourts.org) under Self Help - Family Law Forms – Please pay close attention to which forms must be signed and notarized.**

\_\_\_ **Petition** *Form 12.982 (f)* Please read all directions and complete the petition in its entirety.

**Please pay particular attention to the following:**

- Petitioner(s) MUST be residents of and currently reside in Marion County
- List all places of residency **since birth**
- Petition must be signed and notarized by Petitioner(s)
- If the minor child(ren) have been known by any former names a copy of the judgment/order is required to be attached to the petition

\_\_\_ **Background Check of Adult Petitioner(s) from Court Approved Location** – (Clerk has list of providers) – Background check shall include ALL prior, present and future names and aliases Petitioner was/is/may be known by. This includes your birth name (name on birth certificate) and any other name the Petitioner(s) has (have) used since birth.

**Note: All petitioning party(ies) are required to complete a background check**

\_\_\_ **Coversheet for family court cases** *Form 12.928*

\_\_\_ **Disclosure from Nonlawyer** *Form 12.900 (a)*

\_\_\_ **Certified Copy of the Minor Child(ren)'s Birth Certificate(s)** - for ALL minor child(ren) named in the Petition

\_\_\_ **Consent for Change of Name** - *form 12.982 (d)* - Required by Parent/Responding party(ies), if any.

\_\_\_ **Service of Process** on Responding party, if any.

- **Summons** *Form 12.910 (a)* - **Personal service** is required if the other party's whereabouts are known
- **Affidavit of Diligent Search** *Form 12.913 (b)* and **Notice of Action** *Form 12.913 (a)(2)* - **BEFORE YOU REQUEST THIS TYPE OF SERVICE, YOU MUST ATTEMPT PERSONAL SERVICE AT THE RESPONDENT'S LAST KNOWN ADDRESS** **\*\*NOTE: This form must be filled out COMPLETELY with supporting documentation to be attached to the affidavit.** After approval of the Diligent Search the Clerk will issue the Notice of Action which will be constructively served one of two ways:
  - **By Publication:** Must publish once a week for four (4) consecutive weeks in a publication in the county of the Court [See Florida Statute 49.10 (1)(a)]. Publishing is the Petitioner's responsibility once the Notice of Action has been issued
  - **By Posting:** if the Petitioner is found indigent by the Clerk of Court, the Clerk of Court will post on Petitioner's behalf

\_\_\_ **Copy of Driver's License, Florida Identification Card or Voters Registration Card** – to show proof of Marion County residency

\_\_\_ **Notice of Related Cases** *Form 12.900 (h)*

\_\_\_ **Motion to Set Final Hearing** Form available at [www.circuit5.org](http://www.circuit5.org) **PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED**

