

REQUIRED ITEMS FOR CHANGE OF NAME (MINOR)

NOTE: Unless otherwise noted, all forms listed below can be found at 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 (c)*** Please read all directions and complete the petition in its entirety.

Please pay particular attention to the following:

- Petitioner(s) MUST be a resident 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 has been known by any former names a copy of the order or document changing his/her name 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(s) was/is/may be known by.

Note: If both parents are petitioning parties, BOTH are required to obtain background checks

___ **Coversheet for family court cases *Form 12.928***

___ **Disclosure from nonlawyer *Form 12.900 (a)***

___ **Certified Copy of the Birth Certificate(s)** – for ALL minor child(ren) named in the Petition

___ **Consent for Change of Name Minor Child(ren) *Form 12.982 (d)*** - Filed by responding party/other parent

___ **Service of Process** on each Parent/Responding party(ies) – Filed when one or both parent(s) does NOT sign a Waiver and Consent

- **PERSONAL SERVICE - Summons *Form 12.910 (a)*** - personal service is required if the other party's whereabouts are known **OR** a **Waiver of Service** may be signed by the Responding parties (Form is available on Circuit5.org)
- **CONSTRUCTIVE SERVICE* – 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 is located [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

Please refer to instructions for information on what the court can order when using constructive service

___ **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 **PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED**