

REQUIRED ITEMS FOR CHANGE OF NAME (FAMILY)

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 (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 domiciled 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 order is required

___ **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

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)*

___ **Designation of Current Mailing and Email Address form (per A.O. A-2022-47)**

___ **Certified Copy of the Minor Child(ren)'s Birth Certificate(s)**

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

___ **Service of Process** on Responding party, if any.

- **Personal service** is required if the party's last known whereabouts are known (Alternatively, the Respondent may file a Consent for Change of Name and Waiver of Service of Process. Forms are available at www.circuit5.org)
- **Service by Publication or Posting** Note: you must attempt personal service at the Respondent's last known address before filing an affidavit of diligent search-- Affidavit of Diligent Search *Form 12.913 (b)* NOTE: This affidavit must be filled out completely with supporting documentation attached to the affidavit.
- **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)]. PETITIONER(S) RESPONSIBLE FOR PUBLISHING
- **By Posting:** if the Petitioner is found indigent by the Clerk of Court. CLERK WILL POST FOR PETITIONER(S)

Note: Constructive Service is permitted if other parent is nonresident

___ **Copy of Driver's License 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.marioncountyclerk.org **PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED**