

CHANGE OF NAME (ADULT)

This checklist is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only. It is not guaranteed that either the instructions or the forms will achieve the result desired by the parties. It is not ensured that any individual judge will follow the procedures exactly or accept each form drafted. Any person using these instructions and forms does so at their own risk.

Please note, the Family Court Case Management Self-Help Office provides procedural information and cannot give legal advice.

All forms listed below can be found at www.flcourts.org under Self Help, Family Law Forms, unless otherwise noted.

- **Petition for Change of Name (Adult) - Form 12.982(a)** Read all directions and complete the petition entirely. *Petitioner must be a resident of and currently reside in Sumter County*
- **Designation of Current Mailing and E-Mail Address- Form 12.915**
- **Cover Sheet for Family Court Cases - Form 12.928**
- **Notice of Related Cases - Form 12.900(h)**
- **Background Check from Court Approved Location** – Unless you are seeking to restore a former name, you must have fingerprints done by a LiveScan vendor and must be submitted for a state and national criminal records check. The 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(s) the Petitioner has used since birth. **Fingerprinting services are available at the Detention Center for Sumter County residents by appointment only.** For more information visit: <https://www.sumtercountysheriff.org/services/fingerprinting.php>
- **Proper Documentation of All Former Names** – If you have been known by any former names, it is required to provide a copy of the Court order(s)/judgement(s) and/or marriage certificate(s).
- **Additional Documents-** If indicated on the Petition that the Petitioner has either a bankruptcy, a criminal charge, a criminal conviction, or a judgment creditor. The Petitioner must file a copy of the State's *not prosequi* (dismissal), the judgment and sentence, or the bankruptcy Final Judgment.

Additional Forms: Disclosure from Nonlawyer – Form 12.900(a)