

## PACKET #7

### PETITION FOR NAME CHANGE (FAMILY)

The Petition for Name Change (Family) is possible for name change when:

1. A family wants the court to change its name (This form is NOT to be used in connection with a divorce, paternity, or adoption action. If you want to change your name because of a dissolution of marriage, paternity, or adoption action that is not final, the change of name should be done as part of that case.)
2. The petition should only be completed for one adult. If you wish to change the name(s) of another adult and/or child(ren), you should complete and file a Supplemental Form for Petition of for Change of Name (Family) for each additional family member and attach to the petition. *Initial the bottom of each child's supplemental form!*
- 3 Unless you are seeking to restore a former name, each adult petitioner must have fingerprints submitted for a state and national criminal history records check.** The fingerprints must be taken in a manner approved by the Department of Law Enforcement and must be submitted to the Department for a state and national criminal history records check. **You may not request a hearing on the petition until the clerk of court has received the results of your criminal history records check.** The clerk of court can instruct you on the process for having the fingerprints taken and submitted, including information on law enforcement agencies or service providers authorized to submit finger prints electronically to the Department of Law Enforcement. The process may take several weeks and you will have to pay for the cost of processing the fingerprints and conducting the state and national criminal history records check.
3. You must file this Petition in the county in which you reside.

This packet has been designed to provide forms and instructions approved by the Florida Supreme Court to individuals who have chosen to represent themselves. This packet contains most, but possibly not all of the forms and instructions you may need to represent yourself. You may find all Supreme Court approved forms on the Internet at [www.flcourts.org](http://www.flcourts.org), or at your local law library. If you do not understand the forms or your legal rights or obligations, you should consult with an attorney.

It is **your responsibility to read and understand this entire packet before proceeding further.** After you have read and understand the instructions, and after you have filed the appropriate forms, contact the Family Division Self-Help Office by filing a **FORM A** to obtain a court date. Use of these forms does not constitute representation by courthouse personnel. Courthouse personnel **cannot** give you legal advice nor can they help you complete these forms. The forms contained in this packet and the directions provided are simplified to meet the general needs of the majority of pro se litigants. This packet may not have the forms necessary for every case, and this information booklet may not address every

party's particular situation. The directions given are only basic guidance for completing the forms. They are not explanations of all rights and duties associated with family law practice.

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**NO REFUND**