

STEPS FOR FILING A PETITION FOR CHANGE OF NAME

1. **If person filing for Name Change is 13 years of age or older, they MUST get fingerprinted at a Police Department or State Police Barracks.**
2. Complete the Name Change Petition according to your situation.
3. File Petition for Name Change with the Prothonotary's Office on the 1st Floor of the Court House. **Filing Fee: \$160.25 (Cash, Money Order or Bank Cashiers' Check, made payable to the Prothonotary of Montgomery County.)**
4. See **SUSAN**, 2nd Floor, Court Administration Office, and get a Hearing date. Hearings are held on Wednesday mornings at 9:30 am.
5. **Must be a resident of Montgomery County for 5 years, IF NOT, MUST BRING PROOF SHOWING A CIVIL JUDGMENT SEARCH HAS BEEN DONE FOR ANY AND ALL COUNTIES YOU HAVE RESIDED IN DURING THE LAST 5 YEARS.**
6. **Must advertise in 2 newspapers: ONE MUST BE THE MONTGOMERY COUNTY LAW REPORTER (610) 279-9660 EXT. 220 JESSICA, AND ONE IN A NEWSPAPER WHERE THE NAME CHANGE RECIPIENT RESIDES. (1 ad in each paper/1 day only, being published at least 30 days prior to the hearing date)**
7. If your situation involves a BIOLOGICAL FATHER/MOTHER, you **MUST MAIL THAT PERSON A COPY OF THE NAME CHANGE PETITION AND ALSO A COPY OF THE ORDER FOR HEARING, BY REGULAR MAIL AND ALSO BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED AND BRING PROOF TO COURT THE DAY OF HEARING.**
8. **Present the 2 Proofs of Publication to the Judge on the day of the Hearing, or they may be filed in the Prothonotary's Office (filing an original and one copy)**
9. Should you have any further questions, please contact **SUSAN**, Court Administration Office at (610) 278-3873, Monday through Friday 8:30 am to 4:30 pm

MAIL: The completed petition, fingerprint card, filing fee (**NO CASH**), and a self-addressed stamped envelope:

TO: Office of Prothonotary
P.O. Box 311, 1st Floor
Norristown, PA 19404-0311
(610) 278-3361

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

IN RE: CHANGE OF NAME

NO:

OF _____

ORDER

AND NOW, this ____ day of _____ 20____, upon consideration of the attached Petition for Change of Name of _____, and upon presentation of the Proofs of Publication of notice as required by law, together with that proof that there are no judgments or decrees of record or any other matter(s) of like character against the above name change recipient, it is hereby ORDERED that the name of:

_____ is changed to _____.

BY THE COURT:

Judge

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

IN RE: CHANGE OF NAME

NO:

OF _____

ORDER FOR PUBLICATION

AND NOW, this ____ day of _____ 20____, a Hearing on the Petition for Change of Name is scheduled for the ____ day of _____, 20__ , _____ A.M., in courtroom “_____”, on the ____ floor, before the Honorable Judge _____, at the Montgomery County Courthouse, in Norristown, Pennsylvania.

Petitioner is directed to give Notice of this Hearing by Publication in the Montgomery County Law Reporter and a Newspaper of general circulation where the Petitioner resides.

BY THE COURT:

Judge

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

IN RE: CHANGE OF NAME

NO:

OF _____

PETITION FOR CHANGE OF NAME

TO THE HONORABLE JUDGES OF SAID COURT:

The Petition of _____

by _____ respectfully represents:

1. The petitioner is _____, D.O.B. ____ / ____ / ____ ,
wishes to have his/her name changed because _____

_____.

OR IF A MINOR (cross out #1.) The petitioner is _____,

wishes to change the name of his/her minor child, D.O.B. ____ / ____ / ____ , because _____

_____.

2. The petitioner currently resides at: _____

_____ .

3. During the past five (5) years the petitioner has resided at (*previous addresses*): _____

4. That there are no judgments or decrees of like character of record against petitioner.

WHEREFORE, Petitioner requests the Court, pursuant to 54 Pa. C.S.A. §701, for the following:

- a. To fix a hearing on this Petition;
- b. To direct that notice be given of this Petition and hearing; and
- c. To enter a decree changing the petitioner's name from:

_____ to

_____ .

Date

Petitioner

Daytime Phone

E-Mail Address

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

IN RE: CHANGE OF NAME

NO:

OF _____

VERIFICATION

I, _____, verify that the statements made in this petition are true and correct to the best of my knowledge, information and belief. I understand that the statements herein are made subject to the penalties of 18 Pa C.S.§4904 relating to unsworn falsification to authorities.

Petitioner