

IMPORTANT NOTICE

CHANGE OF NAME IS **NOT** GOING TO CHANGE THE BIRTH CERTIFICATE  
YOU WILL NEED TO CARRY BOTH THE BIRTH CERTIFICATE AND CHANGE  
OF NAME DECREE FOR A TRUE IDENTIFICATION.

**INSTRUCTIONS FOR CHANGE OF NAME PETITIONS:**

If you are an adult seeking to change your own name only, please follow the instructions in Paragraph "A" below. If you are seeking to change the name of a child (under the age of 18), please follow the instructions in Paragraph "B" below. If you are seeking to change your name **and** the names of other members of your family, please follow the instructions in Paragraph "C" below. If a citation is required, you will be notified by the court to pay an additional \$15.00 fee by money order or cashier's check.

**A. CHANGE OF NAME PETITIONS - ADULTS**

1. Fill out the petition form.

NOTE: Date and Place of birth should correspond to your birth certificate. Also, "Name at Present" and "To be changed to" should include your full name, including a middle name if applicable.

2. Enclose a long form birth certificate with the official seal of the city, town or state issuing the certificate.
3. Enclose \$165.00 filing fee payable by money order or cashier's check made payable to: Plymouth Probate and Family Court.
4. Enclose certified copies of any and all: (a) prior Court Orders which have authorized you to change your name; and (b) marriage certificates which have authorized you to change your name.
5. Fill out the attached CP-2 Request for Information and sign below Authorized Signature.

**B. CHANGE OF NAME PETITIONS - CHILDREN**

1. Fill out the petition form keeping in mind these specific instructions:
  - a. The mother, father or guardian must petition the Court to change the names of minor child(ren). On petition, fill in (Your Name) as (mother-father-guardian) of (Children's Names) , for example, "Jane Doe as mother of John Doe".
  - b. If the child(ren) are not employed fill in N/A for occupation
  - c. Fill in the children's dates and places of birth.
  - d. If the child(ren) are not married and are not parents of minor child(ren) fill in N/A for these paragraphs.
  - e. Fill in the other information requested.
  - f. In the blank space to the left of the signature spaces, fill in the name and address of the other parent of child(ren). If the other parent is of parts unknown please so indicate and indicate the last known address.
  - g. Sign your name above "Signature of Petitioner" and sign the children's names above "Signature of Minor as signed by father or mother as next friend". If the other parent of the child(ren) is agreeing to the change of name, he/she should sign his/her name in one of the blank signature spaces provided. If the other parent is not agreeing, you will receive an Order of Notice from the Court.
2. Enclose with the petition a long form birth certificate for each child whose name is requested to be changed. The birth certificate must have the official seal of the city, town or state issuing the certificate.
3. Enclose \$165.00 filing fee payable by money order or cashier's check made payable to: Plymouth Probate and Family Court
4. Fill out the Affidavit Disclosing Care or Custody Proceedings form.
5. Fill out the attached CP-2 Request for Information for each child who is ten (10) years or older and whose name is requested to be changed.

### **C. CHANGE OF NAME PETITIONS - FAMILY**

1. Fill out the petition form.
2. Enclose a long form birth certificate for each person whose name is requested to be changed. The birth certificates must have the official seal of the city, town or state issuing the certificate.
3. Enclose \$165.00 filing fee payable by money order or cashier's check made payable to: Plymouth Probate and Family Court.
4. Fill out the Affidavit Disclosing Care or Custody Proceedings only if the names of any minor child(ren) are requested to be changed.
5. Fill out one attached CP-2 Request for Information form for each adult and for each child who is ten (10) years or older. Use one form for each person