



Instructions For Changing the Name of a Minor

To File for Name Change

1. Only a **District of Columbia** resident may request a change of name regardless of where they were born.

2. The application for Change of Name of a Minor must be filed in Judge-in-Chambers, District of Columbia Superior Court, 500 Indiana Avenue, NW, **Room 4220**, Washington, DC 20001.

3. The application will be reviewed for completion, clarity and proper supporting documentation.

4. The minor child must be a current resident of the District of Columbia and must be able to provide proof of residency (e.g., utility bill {water, gas, electric, oil or cable} or telephone bill {no cell phone, wireless or pager bills acceptable} issued within the last 60 days, a real property tax bill, pay stub, W-2 statement, letter with picture from Court Services and Offender Supervision Agency "CSOSA" or DC Department of Corrections certifying the applicant's name and residence).

5. On behalf of the minor child the applicant must have an original or certified copy of their birth certificate. The clerk will make a copy for the court records and return the original or certified copy to the applicant.

6. Foreign birth certificates must be translated into English by a professional translator who swears to the accuracy of the translations and who provides the applicant's name, address, telephone, number and email address if any.

7. On behalf of the minor child the applicant must present valid photo identification. The clerk will make a copy for the court record and return the original to the applicant.

8. The cost of filing an application for Change of Name of a Minor is **\$60.00 (cash, money order, or credit card)**.

9. In a addition to the birth certificate, the following supporting documentation, if applicable, is required:
 - Marriage Certificate
 - Divorce Decree
 - Proof of U.S.A. Citizenship/ Certificate of Citizenship
 - Child Support Order(s)
 - Acknowledgment of Paternity (The application must provide all acknowledgment(s) of paternity that the applicant has signed.)
 - Adjudication of Paternity (The applicant must provide all Adjudication(s) of Paternity).
 - Order Terminating Parental Rights (The applicant must provide all Order(s) Terminating Applicant's Parental Rights.)
 - Other documentation that the court may require

Continued

10. The minor child requesting a change of name as a result of becoming a citizen of the United States of America must present proof of citizenship.

11. On behalf of the minor child it is the applicant's responsibility to submit all of the applicable supporting documents for the court's consideration.

12. On behalf of the minor child the applicant must provide the reason(s) for the request to change their name.

13. On behalf of the minor child the applicant will be provided with a Final Hearing date on which to return to complete the process for change of name.

Service of Process

14. Within ten (10) days of filing the Application for Change of Name of a Minor, the applicant must mail or personally serve all interested parties, with a copy of the Application for Name Change and the Notice of Final Hearing. Failure of the applicant to comply with this ten (10) day requirement will result in a dismissal of the Application without prejudice.

15. By the date of the Final Hearing, the applicant must file the Affidavit(s) of Service by Mailing and/or the Affidavit(s) of Personal Service for each interested person.

16. If the minor child is not a United States citizen, they must notify **Homeland Security-US Immigration and Customs, Washington Field Office - 7, MS 2480, US Citizenship and Immigration Services, 2675 Prosperity Avenue, Fairfax, Virginia 20598-2480** personally or by certified or registered mail. An Affidavit of Service must be filed prior to the Final Hearing.

17. On behalf of the minor child the applicant will be required to notify their creditors via certified or registered mail and provide a certified letter receipt.

Examples of creditors include:
 - Mortgage Companies
 - Landlords
 - Student Loan Companies
 - Finance Companies
 - Loan Companies
 - Credit Card Companies (Even if there is a zero balance)
 - Utility Companies

18. Even if the minor child credit card company has issued a credit card in the applicant's requested name, on behalf of the minor the applicant is still required to notify this creditor of the requested name change by certified or registered mail, with a return receipt and must file an Affidavit of Service prior to the Final Hearing.

Continued

19. If the minor child has a juvenile record, the applicant must notify the Court Social Services, the Department of Youth Rehabilitation Services and the Chief of the Metropolitan Police Department either personally or by certified or registered mail. An Affidavit of Service must be filed prior to the Final Hearing.

20. If the minor child has a criminal record in a jurisdiction other than the District of Columbia, applicant must send notice to the appropriate law enforcement official in the state and county where the conviction was entered including police chief or sheriff and department of corrections either personally or by certified or registered mail. An Affidavit of Service must be filed before the **Final Hearing**.

21. If the minor child has a current criminal case, they must send notice to their probation, parole or supervision officer personally or by registered or certified mail. An Affidavit of Service must be filed prior to the Final Hearing.

22. If the minor child is incarcerated in a jurisdiction other than the District of Columbia, notice shall be sent to the Federal Bureau of Prisons personally or by registered or certified mail. An Affidavit of Service must be filed prior to the Final Hearing.

23. If the minor child either has a current bankruptcy case, or has previously filed for bankruptcy, they must notify the Bankruptcy Court personally or by certified or registered mail. An Affidavit of Service must be filed prior to the Final Hearing. When filing the Application for Name Change, the applicant must file a copy of the Discharge Order, if one exists.

24. If the applicant on behalf of the minor child fails to notify an interested party, the Application for Name Change will not be processed and the Application may be dismissed without prejudice.

Final Hearing & Applicant Requirements

25. If any person desires to oppose the Application of Name Change of a Minor, that person, or their attorney must be present at the Final Hearing or must file a written detailed objection in Judge-In-Chambers at least five (5) business days in advance of the Final Hearing. If a written objection is filed, it also must be mailed to the applicant or applicant's counsel.

26. The approval of the Application for Change of Name of a Minor requires a Final Hearing that will be held either before a judge in Family Court or Judge-In-Chambers.

27. The process may take approximately **2 -to- 5 weeks** to complete.

28. If an Application of a Name Change of a Minor is granted, the applicant will be provided with two certified copies of the Order for Name Change. It is the applicant's responsibility to provide a copy of the court's Order to officials in the State/jurisdiction in which they were born.



Superior Court of The District of Columbia
Family Court

Location: 500 Indiana Avenue, NW
Room 4220 4th Floor
Washington, DC 20001

PLEASE PRINT

Application for Change of Name of a Minor

Birth Certificate Number: _____
Minor's Full Name: _____
(As it appears on the Birth Certificate) *First* *Middle* *Last*
Date of Birth: _____ | _____ | _____ Sex *Male* *Female*
Month *Day* *Year*
Place of Birth: _____ Were parents married at time of birth?
City *State* *Yes* *No*

Pursuant to Civil Rule 205 and DC Code §§ 16-2501, and 2503

Case Number: _____
Print Minor's Current Name Being Used:

Relationship to the name on the Birth Certificate:

Mother Guardian Father Authorized agent, attorney or legal
representative of the person listed
Other/ Next Friend: _____ (**Proof Required**)

Applicant 1:

Full Name of Applicant

Address

Telephone Number

Applicant 2:

Full Name of Applicant

Address

Telephone Number

I, applicant(s), _____
respectfully represents to the Court:

1. The minor presently resides at _____
Address

Address

Continued

2. The applicant is seeking a Change of Name of a Minor from: _____
to: _____
for the following reason(s): _____

3. Has there been a Voluntary Acknowledgment of Paternity form completed and signed by both parents under oath? YES NO (If **yes**, please select the appropriate box)

Division of Vital Records, Department of Health
Hospital
Other _____

Office of Attorney General
Any State Court Jurisdiction

4. Minor's Social Security Number: _____

5. Mother's full name: _____
(As it appears on Birth Certificate)

6. Father's full name: _____
(As it appears on Birth Certificate)

7. Other Parent's full name: _____
(As it appears on Birth Certificate)

I Further Declare as Follows

8. Has the minor's name previously been changed? YES NO (If **yes**, give name changed, dates, places and reasons)

9. Has the minor ever been known by or used any other name than present name you desire to assume?
YES NO (If **yes**, give all such name(s), dates, places and reasons)

10. Is there any existing Child Support Order relating to the minor child in any State under any parent's name? YES NO

Case Number(s): _____

State(s): _____

11. Is the minor a party in any court case(s) that is/are currently open/pending YES NO (If **yes**, give case number(s), case caption, state(s), name of Court(s) and circumstances)

12. Are you aware of any court case, decedent's estate, probate matter, guardianship, conservatorship, trust, heirship, fiduciary power, patent, trademark, copyright, goodwill, privacy, partnership, corporation or other person, entity or proceeding that may be affected by the proposed change of name? YES NO (If yes, give case number(s), names of person(s) or business(es) involved, states, name of courts and circumstances)

13. Are you aware of any open or closed public agency proceeding(s) that may be affected by the proposed change of name? YES NO (If yes, give case, RFP, permit, license and/or application number(s), case caption, state(s), name of court(s) and circumstances)

14. Has the minor ever been the subject of a Bankruptcy, Receivership or Insolvency Proceeding? YES NO (If yes, give circumstances, and case number(s))

15. Is the minor on probation or supervised release in any jurisdiction? YES NO (If yes, give specifics including the supervising agency, name, telephone number and address for the person to whom the minor child reports):

16. **Delinquency/Juvenile History:** (Choose one only)

The minor child has never been arrested for or charged with, pled guilty or nolo contendere to, or been found to have committed a criminal offense, regardless of adjudication.

The minor child has a juvenile history. In the past, the minor child was arrested for or charged with, pled guilty or nolo contendere to, or been found to have committed a criminal offense, regardless of adjudication. The details of the criminal history are:

Event (arrest, charge, plea, or adjudication)	City/State	Date
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

17. Is the minor currently registered or required to register as a sex offender in any jurisdiction? YES NO (If yes, give specifics including the state(s), name(s) and address(es) for the agency(ies) maintaining the registry(ies)):

18. Is the minor currently registered or required to register as a gun offender in any jurisdiction?
YES NO (If yes, give specifics including the state(s), name(s) and address(es) for the agency(ies) maintaining the registry(ies)):

19. Has a Judgment or Decree ever been entered against the minor in any jurisdiction? YES NO
(If yes, has the Judgment or Decree been paid or satisfied?) YES NO (If no, give the type of case, date, state and any other pertinent information):

20. List names and address(es) of any creditor(s) (including mortgage, loan(s) and credit card companies, even if there is a zero balance):

THE APPLICANT HEREBY CERTIFIES THAT (1) THIS APPLICATION HAS NOT BEEN FILED FOR ANY FRAUDULENT OR UNDISCLOSED PURPOSE, STATUS, PAST OR PRESENT AND (2) THE GRANTING OF THE APPLICATION WILL NOT INFRINGE UPON THE RIGHTS OF OTHERS RELATING TO ANY PARTNERSHIP, CORPORATION, PATENT, TRADEMARK, COPYRIGHT, GOODWILL, PRIVACY OR OTHERWISE.

I declare under penalty of perjury under the law of the District of Columbia that the foregoing is true and correct.

Executed on this the _____ Day of _____, 20_____.

Applicant Signature 1

Applicant Signature 2

OR

Sworn to and subscribed before me on this _____ Day of _____

Signature of Notary Public

Commission Expires

Deputy Clerk Signature



Superior Court of The District of Columbia
Family Court

Location: 500 Indiana Avenue, NW
Room 4220 4th Floor
Washington, DC 20001

Consent to the Request For Change of Name

Minor's Full Name _____
(As it appears on the Birth Certificate) *First* *Middle* *Last*
Case Number _____
Date of Birth _____
Birth Certificate Number _____

I, _____, say upon oath that I am the:
Print Full Name

Father Mother Guardian/ Next Friend Attorney

Other: _____

of the above-captioned and that the allegations contained in said Application are true to the best of my knowledge, and that this Application to Amend Birth Certificate is presented in good faith, and that I have no opposition to this Application and hereby consent to the request to amend the minor's and/or adult's birth certificate.

Applicant's Signature _____

Address: _____

Telephone Number: _____

Notary Public/Deputy Clerk _____

Commission Expires: _____



Superior Court of The District of Columbia

Family Court

Location: 500 Indiana Avenue, NW
Room 4220 4th Floor
Washington, DC 20001

PLEASE PRINT

Order and Notice of Final Hearing

Minor's Full Name _____
First Middle Last

Case Number _____

Pursuant to Civil Rule 205 and DC Code §§ 16-2501, and 2503

I, _____
Applicant's Full Name

having filed an application for judgment changing the name from

Minor's Full Name

to _____; it is by the Court this _____ day

Minor's Full Name

of _____ 20____, hereby

ORDERED, that the Final Hearing on this application to change name of a minor will be held in Family Court, Court Room _____ before Judge _____ in the District of Columbia at 500 Indiana Avenue N.W., Washington, DC 20001, on the _____ day of _____, 20__ at _____:_____ a.m./p.m. If any person desires to oppose this application, that person or his or her attorney must be present at the hearing or file written detailed objections five (5) business days in advance of the hearing with Family Court and mail a copy to the applicant or applicant's counsel; and it is further

ORDERED, on behalf of minor that: (Check all that applies)

the applicant must send the application for change of name of a minor and notice of final hearing to the applicant's creditors personally or by registered or certified mail and show proof of service by filing the affidavit/declaration of service.

the applicant must send the application for change of name of a minor and notice of final hearing to the D.C. Chief of Police, **300 Indiana Avenue, N.W., Room 5080, Washington, D.C. 20001**, the Department of Youth Rehabilitation Services and the Court Social Services personally or by registered or certified mail and show proof of service by filing the affidavit/declaration of service.

the applicant must send the application for change of name of a minor and notice of final hearing to the current probation, parole or supervisory release officer personally or by registered or certified mail and show proof of service by filing the affidavit/declaration of service.

the applicant must send the application for change of name of a minor and notice of final hearing to the appropriate law enforcement official in _____ (**Jurisdiction**) state and county where conviction was entered including police chief or sheriff and department of corrections personally or by registered or certified mail and show proof of service by filing the affidavit/declaration of service.

Continued

If incarcerated in a jurisdiction other than the District of Columbia, the applicant must send the application for change of name of a minor and notice of final hearing to the _____ personally or by registered or certified mail and show proof of service of mailing by filing the affidavit/

_____ the applicant must send the application for change of name of a minor and notice of final hearing to the Bankruptcy Court personally or by registered or certified mail and show proof of service by filing the affidavit/declaration of service.

_____ the applicant must send the application for change of name of a minor and notice of final hearing to the **Homeland Security-US Immigration and Customs, Washington Field Office - 7, MS 2480, US Citizenship and Immigration Services, 2675 Prosperity Avenue, Fairfax, Virginia 20598-2480** personally or by certified or registered mail and show proof of service by filing the affidavit/declaration of **SO ORDERED.**

Judge's Signature _____

Print Judge's Name _____



Superior Court of The District of Columbia
Family Court

Location: 500 Indiana Avenue, NW
Room 4220 4th Floor
Washington, DC 20001

PLEASE PRINT

Order For Change of Name

Minor's Full Name _____
(As it appears on the Birth Certificate) *First* *Middle* *Last*

Case Number _____

Pursuant to Civil Rule 205 and DC Code §§ 16-2501, and 2503

Upon consideration of the Application for Change of Name filed herein and no objections having been made and filed herein, and all other requirements appear having been met; it is by the Court this _____ day of _____ 20____, hereby

ORDERED, that the said Application for Change of Name be and hereby is

GRANTED

DENIED; and it is further

ORDERED, that _____
First *Middle* *Last*

Shall be known as _____
First *Middle* *Last*

Judge's Signature _____

Print Judge's Name _____



Superior Court of The District of Columbia
Family Court

Location: 500 Indiana Avenue, NW
Room 4220 4th Floor
Washington, DC 20001

PLEASE PRINT

Affidavit/ Declaration of Service by Mail

(For Change of Name of a Minor)

Minor's Full Name _____

(As it appears on the Birth Certificate)

First

Middle

Last

Case Number _____

I _____ applicant applicant's
counsel, being duly sworn, state that my address is _____

I further swear that I served the Notice(s) of Final Hearing and the Application to Change Name on the person or persons named below by placing in an official depository of the United States Postal Service a copy of the Notice of Final Hearing and the Application to Change Name in an envelope, postage prepaid by certified or registered mail. I further swear that I have attached the receipts of mailing to the person(s) listed below and that all mailing(s) were made within **10 days** of the filing of the Application to Change Name.

Name(s) of Person(s) Served

Address

Date Mailed

Name(s) of Person(s) Served	Address	Date Mailed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant's Signature _____

Telephone Number: _____

OR

Applicant Counsel's Signature _____

Telephone Number: _____

I declare under penalty of perjury under the law of the District of Columbia that the foregoing is true and correct. Executed on this the _____ day of _____, 20____.

Affiant's Signature _____

OR

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public _____



Superior Court of The District of Columbia
Family Court

Location: 500 Indiana Avenue, NW
Room 4220 4th Floor
Washington, DC 20001

PLEASE PRINT

Affidavit/ Declaration of Personal Service

(For Change of Name of a Minor)

Minor's Full Name _____

(As it appears on the Birth Certificate)

First

Middle

Last

Case Number _____

I, _____, age 18 or older, residing or working at _____, am not a party and have no interest in this case.

On _____, 20____, at _____ AM/PM. I served a copy of the Application of Change of Name and Notice of Final Hearing as follows personally on _____ at _____

Below, you must set forth specific facts from which the Court can determine that process was served as indicated above, including a physical description (approximate age, height, weight) of any person on whom service was made: _____

Process Server _____

I declare under penalty of perjury under the law of the District of Columbia that the foregoing is true and correct. Executed on this the _____ day of _____, 20____.

Affiant's Signature _____

OR

Affiant's Signature _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Signature _____