

“NAME CHANGE – MINOR CHILD”
USE NAME CHANGE INSTRUCTIONS
AND FORMS WHEN YOU WANT TO
OBTAIN A COURT ORDER TO CHANGE
THE NAME OF YOUR MINOR CHILD.

IT IS STRONGLY RECOMMENDED THAT
YOU CONTACT ATTORNEY
CONNECTIONS AT (717) 854-8755 FOR A
LOW-COST INITIAL CONSULTATION
WITH AN ATTORNEY BEFORE
PROCEEDING FURTHER.

**THIS PACKET 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. WE DO NOT GUARANTEE THAT EITHER
THE INFORMATION OR FORMS WILL ACHIEVE THE
RESULT DESIRED BY THE PARTIES OR ENSURE THAT ANY
INDIVIDUAL JUDGE WILL FOLLOW THE PROCEDURES
EXACTLY OR ACCEPT EACH AND EVERY FORM DRAFTED.
ANY PERSON USING THESE FORMS DOES SO AT HIS/HER
OWN RISK.**

(REVISED March 2016)

This packet is designed to help persons choosing to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only. We do not guarantee that either the information or forms will achieve the result desired by the parties. Any person using these forms does so at his/her own risk.

Contents and Checklist — Packet: Name Change for a Minor

INSTRUCTIONS

STEPS AND FORMS

Step 1 Forms to start action:

Petition for Name Change

Fingerprint Card & Fingerprints (from Sheriff) (if child is age 13 & older)

Step 2 Filing:

- **FILE** Petition and Fingerprints with Prothonotary
- **PAY** filing fee

Step 3: Forward Filed Forms to Judge via Court Administration

- **Filed Forms**
- **Blank Scheduling Order**

If the other parent agrees to the name change, you should have that parent sign the “CONSENT FOR CHANGE OF NAME (MINOR CHILD) FORM” in the presence of a NOTARY PUBLIC. File that form with the Prothonotary and bring a copy with you to the hearing.

Step 4 Hearing:

- **Wait for Judge’s Order scheduling hearing to come in the mail**
- **Follow the Judge’s Order and complete the list of tasks BEFORE the hearing**
- **Attend the hearing & bring required materials**

LIST OF FORMS:

1. Petition
2. Fingerprint cards (2 sets) (if child is 13 or older)
3. **NOTARIZED** Consent of non-petitioning parent
4. Blank Scheduling Order
5. Form for Notice of hearing to be published in paper
6. Affidavit of Service of Certified Mail of Notice of Hearing for non-petitioning parent
7. Affidavit of Service of 1st Class Mail of Notice of Hearing for non-petitioning parent
8. Blank Order Granting Name Change

You will need to get the fingerprint cards from the Sheriff's department-(\$8.00 per set).
You will need to get the Proof of Publication Notarized Form from the 2 papers.
You will need to get the record of the lien search (from abstracting company) or attorney.
You will need to send the notice of the hearing by certified mail **& also** by 1st class mail to non-petitioning parent if name change is for a minor child & you must file proof of service.

#1 Fill out Petition & verification

#2 Get Fingerprints (Sheriff – 2 Cards-green - \$8.00 per set)

#3 File Petition & Fingerprints with Prothonotary (1st Floor)
& Pay Filing Fee of \$97.00 as of February 2015

#4 Take copies to 4th Floor Court Administration

#5 Wait for Order from Judge scheduling the hearing (will come in the mail), then follow His/Her instructions of tasks to be completed before the hearing

- Publish notice of the hearing & name change in 2 papers AT LEAST 20 DAYS BEFORE the HEARING
- *****NOTE: The papers may need some extra time to get the notice published. In other words, contact the papers AS SOON AS you receive the judge's order with the hearing date so that they are able to get the notice in the paper before the 20 day deadline.*****
- Lien/judgment check (ABSTRACT – approximately \$100.00) (if child is 13 or older)
- Bring Proof of Publication to hearing (notarized form by papers)
- Bring Birth Certificate to hearing
- Bring proof of service by certified mail to non-petitioning parent of hearing notice
- Bring **NOTARIZED** signed consent form from other parent if possible
- Bring Evidence that you searched for non-petitioning parent
- Bring Custody Order to hearing if applicable

STEP BY STEP INSTRUCTIONS FOR FILLING OUT FORMS:

1. Starting the action.

Complete the Petition for Change of Name & get child fingerprinted by Sheriff. Fingerprints are required if he/she is 13 year old or older.

A. Completing the Caption

1. The Caption is the top part of first page of each form. It gives information about the case. The caption contains the name of the party, the docket number, the type of document, and the court's name. The caption looks the same on each form, and you must complete the caption on every form you file.
2. In the first blank, write the minor's current name. The Prothonotary will assign a number to the case upon filing, so you can leave that part blank.

B. Completing the Petition for Change of Name

1. In the first blank after the words "AND NOW, This", write the date that you are filling out the petition. In the blank after the word "Petitioner," write your name.

In the blank after the words "minor child," write the minor's current name (the line is labeled "Child's Name" under the line)

In the **paragraph numbered 1**, write your date of birth, and then indicate whether you are the natural MOTHER or FATHER of the minor child.

2. In paragraph #2, write the minor child's age in the first blank and the child's date of birth in the second blank (month/day/year).
3. In paragraph #3, you must list all of the addresses where the minor child has lived for the last **FIVE YEARS**, starting with the present address. Include the dates that the child resided at each address.
4. Paragraph # 4 states that there are no judgments or decrees pending against the minor child. If the child is 13 years old or older, you will have to have a report completed by either an abstracting company or an attorney and file the report prior to the hearing and/or bring the report to the hearing. In most cases if the minor is 12 years old or younger, the Court will waive the requirement for an official search of judgments and liens.

If you have lived in another county in the last 5 years, you will have to have a report completed in that county as well as in York County.

5. In Paragraph #5, write the minor's current name in the first blank. In the second blank, write the new name.
6. Paragraph #6 asks for the reasons you wish to change the minor child's name.

7. The “WHEREFORE” paragraph asks you to fill in what you are asking of the Court, so Part a. asks the Judge to schedule a hearing, Part b. asks the Judge to direct that you give notice of the hearing by publication, and Part c. deals with the name change itself.

In the line labeled “c.” write the child’s current name in the first blank and the name you wish to you change the minor child’s name to in the second blank.

8. Date and sign the petition. The Verification indicates that you are swearing that all of the information in the Petition is true and you understand that you are subject to penalties if you were untruthful.

C. Get Fingerprints if Minor Child is Age 13 or Older

1. Go to Sheriff’s Department located on the 1st floor of the York County Judicial Center. Get Green fingerprint cards & get fingerprinted by sheriff (You need 2 sets & they are \$8.00 each)

2. Filing the Petition and the Fingerprints

- A. Make 3 copies of the Petition for Change of Name.
- B. Take the originals and the 3 copies, along with the minor’s fingerprints to the Prothonotary for filing (located on the 1st floor of the York County Judicial Center)

3. Forward Petition to Judge via Court Administration

- A. Take one clocked-in copy of the filed form (petition) along with a blank scheduling order and the blank order granting the name change to Court Administration (4th floor) for assignment to a Judge. Court Administration will send the paperwork to the judge and the judge will review the pleading and issue an order scheduling a hearing. A copy of that order will be mailed to you at the address you provide in the paperwork.

WAIT FOR JUDGE’S ORDER TO COME IN THE MAIL. THE ORDER WILL SCHEDULE THE HEARING AND OUTLINE ALL THE TASKS YOU ARE REQUIRED TO COMPLETE BEFORE THE HEARING.

PAY CAREFUL ATTENTION TO THE JUDGE’S ORDER.

IF THE OTHER PARENT AGREES TO THE NAME CHANGE, have the other parent sign the “Consent for Change of Name (Minor Child)” form in the presence of a notary public.

COMPLETING THE “CONSENT FOR CHANGE OF NAME (MINOR CHILD)”

1. Insert the minor child’s name in the caption at the top.
2. In the first blank after the words “I, (*full legal name*),” print the other parent’s name.
3. Check the appropriate box indicating whether the other parent is the birth or legal mother or father of the child.
4. List the child(ren)’s current name and new name on the next lines.
5. Consenting, non-petitioning parent must sign the form in the presence of a notary public & show I.D.

File the consent form with the Prothonotary & bring a copy along to your hearing.

Be sure to contact the York Legal Record well in advance of the 20 days to ensure that they are able to publish the notice in time. The papers may need a week or more advance warning before they are able to get a notice in.

York Dispatch Contact Info:

Legal Department 717-505-4766

*Request can only be emailed at legals@ync.com or faxed (717) 767-3443

*The Price is \$2.70 Per Line, same charge per day.

*Request can be hand written.

York Legal Record Contact Info:

(717) 854-8755

*Select Option #2

*www.yorklegalrecord.com

*Approximate cost: \$95.00

IF CHILD IS 13 YEARS OLD OR OLDER:

One option for a records/lien check is York Abstracting Company.

York Abstracting Company, LLC (YACO)

30 North George Street

York, PA 17401

846-8846

Approximately \$100.00

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF : No. _____
PETITION FOR CHANGE OF NAME OF :
_____ : **CIVIL ACTION – LAW**
A MINOR :

PETITION FOR CHANGE OF NAME FOR MINOR CHILD

AND NOW, This _____ day of _____, 201____, Petitioner

_____, on behalf of minor child
(Your Name)

_____, requests that this Court order a change of the
(Child's Name)

minor child's name, pursuant to 54Pa.Cons.Stat.Section 701, *et seq.*, and in support thereof makes the following averments:

1. The Petitioner was born on _____, 19____, is over the age of eighteen years, and is the natural _____ of the minor child.
(mother / father)
2. The minor child is _____ years old. _____
(Child's Date of Birth)
3. During the **five years** preceding the filing of this petition, the minor child has resided in the following places:

CURRENT ADDRESS:

DATE

ADDRESS

to Present

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF
PETITION FOR CHANGE OF NAME OF

A MINOR

: No. _____
:
: **CIVIL ACTION – LAW**
:

CONSENT FOR CHANGE OF NAME (MINOR CHILDREN)

I, (*full legal name*) _____, being sworn, certify that
the following information is true:

I am the birth or legal father mother of the minor child(ren) named in this
case, and I give consent for the following name changes:

Minor child(ren)'s complete present name(s): **Minor children's name(s) to be changed to:**

I verify that the facts set forth in the foregoing Consent for Name Change of Minor Child(ren) are true and correct to the best of my information, knowledge, and belief. I understand that false statements herein are made subject to the penalties of 18Pa.C.S.§4904 relating to unsworn falsification to authorities.

DATE: _____

By: _____
Signature of Consenting Parent

Address:

Telephone: _____

Printed Name of Consenting Parent

COMMONWEALTH OF PENNSYLVANIA

On the _____ day of _____, 20____, before me, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within document, and acknowledged that he/she executed the same for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF : No. _____
PETITION FOR CHANGE OF NAME OF :
 :
 : **CIVIL ACTION – LAW**
 :
_____,
A MINOR

ORDER SCHEDULING HEARING AND DIRECTING NOTICE BY PUBLICATION

AND NOW, this _____ day of _____, 20__, upon the motion of the petitioner, it is ORDERED that a hearing on the Petition for a Change of Name is fixed for _____, 20__, at _____ .M., in Courtroom / Hearing Room # ____ of the York County Judicial Center, 45 North George Street, York, Pennsylvania, 17401.

The Petitioner is directed to give notice of the filing of the petition and of the date of the hearing by publication in two newspapers of general circulation in this County, one of which may be the official paper for the publication of legal notices in this county. Petitioner is further directed to send the notice by certified mail, return receipt requested, and by first class mail on any non-petitioning parent of a child whose name may be affected by the proceedings.

BY THE COURT:

J.

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF : No. _____
PETITION FOR CHANGE OF NAME OF :
 : **CIVIL ACTION – LAW**
 :
_____, :
A MINOR :

NOTICE

Notice is hereby given that on the _____ day of _____, 20____,
the Petition of _____ was filed in the York County Court of
Common Pleas at No. _____, seeking to change the
name of minor child from _____ to
_____. The Court has fixed
_____, 20____, at _____ A.M. / P.M. in Courtroom # _____ in the
York County Judicial Center, 45 N. George Street, York, Pennsylvania 17401 as the
date for hearing of the Petition. All persons interested in the proposed change of name
may appear and show cause, if any they have, why the Petition should not be granted.

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF
PETITION FOR NAME CHANGE OF

No. _____

_____,
A MINOR

CIVIL ACTION – LAW

AFFIDAVIT OF SERVICE BY CERTIFIED MAIL

I, _____, hereby verify that
(Name of Petitioner)

on _____ day of _____, 20____, I served the other parent with a true and correct copy of the
(Date) (Month)

Notice of Name Change Hearing, which petition was filed on _____ by the
(Date of filing of petition)

following method:

Service was made by **United States Postal Service**, first class mail, postage prepaid, certified, return receipt requested to the non-petitioning parent, on the _____ day of _____, 20____. The return receipt (postal green card) signed by the non-petitioning parent and the receipt from the Post Office are attached hereto.

I verify that the statements made in this Affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. §4904, relating to unsworn falsifications to authorities.

Date

Signature of Petitioner

Print Name

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF
PETITION FOR NAME CHANGE OF

No. _____

_____,
A MINOR

CIVIL ACTION – LAW

AFFIDAVIT OF SERVICE BY FIRST CLASS MAIL

I, _____, hereby verify that on the
(Name of Petitioner)

_____ day of _____, 20____, I served non-petitioning parent _____
(Date) (Month)

with a true and correct copy of the Notice of Hearing on Name Change by the following method:

Service was made by **United States Postal Service**, first class mail, postage prepaid, to the
non-petitioning parent, on the _____ day of _____, 20____.

I verify that the statements made in this Affidavit are true and correct. I understand that false
statements herein are made subject to the penalties of 18 Pa.C.S. §4904, relating to unsworn falsifications to
authorities.

Date

Signature of Petitioner

Print Name

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF : No. _____
PETITION FOR CHANGE OF NAME OF :
_____ : **CIVIL ACTION – LAW**
A MINOR :

ORDER GRANTING CHANGE OF NAME

AND NOW, this _____ day of _____, 20____, upon consideration of the attached petition of _____ for change of name of minor child _____, and upon presentation of proof of publication of notice as required by law, with proof that there are no judgments or decrees of record or any other matter of like character against petitioner, and it appearing that there is no lawful objection to the request of the petitioner, it is hereby ORDERED that the name of minor child _____ is changed to _____.

B

Y THE COURT:

J.