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 https://www.identogo.com/services/fingerprint-card**

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: $168 (Cash, Money Order or Bank Cashiers' Check, made payable to the Prothonotary of Montgomery County Note: Fee amount should be confirmed with Prothonotary.)**

4. 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.**

5. **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)**

6. 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.**

7. **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)**

8. Should you have any further questions, please contact, 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 Current Name **NO:**

OF_____

ORDER

DO NOT WRITE DO NOT WRITE DO NOT WRITE

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:

Current Name

INFORMATION ONLY

_____ is changed to _____ .

Current Name Desired Name

BY THE COURT:

_____

Judge

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA

CIVIL ACTION – LAW

IN RE: CHANGE OF NAME Current Name **NO:**

OF_____

ORDER FOR PUBLICATION DO NOT WRITE

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.

INFORMATION ONLY

BY THE COURT:

_____

Judge

IN THE COURT OF COMMON PLEAS OF MONTGOMERY COUNTY, PENNSYLVANIA

CIVIL ACTION – LAW

IN RE: CHANGE OF NAME Current Name **NO:**

OF_____

PETITION FOR CHANGE OF NAME

Current Name or Petitioner's Name

TO THE HONORABLE JUDGES OF SAID COURT: Current Name

The Petition of _____

by _____ respectfully represents:

1. The petitioner is _____ , D.O.B. ____/____/_____ , Current Name DD/MM/YYYY

wishes to have his/her name changed because _____

Explanation

_____

_____

_____

_____ .

OR IF A MINOR (cross out #1.) The petitioner is _____ Parent's Name

, wishes to change the name of his/her minor child, _____ Child's Current Name

D.O.B. ____/____/_____ , because _____

Child's MM/DD/YYYY

_____

Explanation

_____

_____

_____

INFORMATION ONLY

Current Address:
House Number Street
City, State & Zip

2. The petitioner currently resides at: _____

_____ .

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

Previous Address(s):
House Number Street
City, State & Zip

_____

_____

_____

INFORMATION ONLY

_____

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:

Current Name

_____ to

_____ .

Desired Name

Filer's Signature

_____
Petitioner

_____
Date

Current Date

_____
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_____

Current Name

VERIFICATION

Filer's Current Name

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

Filer's Signature

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