

# INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(c), PETITION FOR CHANGE OF NAME (MINOR CHILD(REN)) (06/10)

## When should this form be used?

This form should be used when parents want the court to change the name of their minor child(ren). For the purposes of this proceeding, a person under the age of 18 is a minor. This form is not to be used in connection with an adoption, dissolution of marriage, or **paternity action**. If you want a change of name for your child(ren) because of an adoption or paternity action that is not yet final, the change of name should be requested as part of that case.

This form should be typed or printed in black ink and must be signed before a notary public or deputy clerk. You should file the original with the clerk of the circuit court, in the county where you live and keep a copy for your records. The **Petition** should only be completed by one Petitioner for one child. If you wish to change the name of more than one child or if there is more than one Petitioner, you should complete and file a Supplemental Form for Petition for Change of Name (Minor Child) for each child and/or a Supplemental Form for Petition for Change of Name. The supplemental form(s) is an attachment to the petition. **Be sure that the bottom of each page of each supplemental form is initialed by the petitioner(s).**

## What should I do next?

**Unless you are seeking to restore a former name, each adult petitioner(s)'s fingerprints must be submitted for a state and national criminal history records check.** The fingerprints must be taken in a manner approved by the Department of Law Enforcement. The fingerprints must be submitted to the Department of Law Enforcement for a state and national criminal history records check. **The Petitioner(s) may not request a hearing on the Petition until the copy of the fingerprints are filed and the clerk of court has received the results of the criminal history records check.** The clerk of court can instruct you on the process for having the fingerprints taken and submitted, including information on law enforcement agencies or service providers authorized to submit fingerprints electronically to the Department of Law Enforcement. The process may take several weeks and the parent or guardian of the minor must pay the cost of processing the fingerprints and conducting the state and national history records check.

If **both** parents agree to the change of name and live in the county where the change of name is sought, you may both file as **petitioners**. In this situation, **service** is not necessary, and you need only to set a **hearing**. You should ask the clerk of court, **family law intake staff**, or **judicial assistant** about the local procedure for setting a hearing.

If only one parent is a resident of the county where the change of name(s) is sought **or** only one

parent asks for the child(ren)'s name(s) to be changed, the other parent must be notified and his or her consent obtained, if possible. If the other parent consents to the change of name, a **Consent for Change of Name (Minor Child(ren))**, Florida Supreme Court Approved Family Law Form 12.982(d), should be filed.

If the other parent does not consent to the change of name, you may still have a hearing on the petition **if** you have properly notified the other parent about your petition and the hearing. If you know where he or she lives, you must use **personal service**. If you absolutely do not know where he or she lives, you may use **constructive service**. For more information about personal and constructive service, you should refer [to] the **"General Instructions for Self-Represented Litigants"** found at the beginning of these forms and the instructions to Florida Family Law Rules of Procedure Forms 12.910(a) and 12.913(b) and Florida Supreme Court Approved Family Law Form 12.913(a). However, the law regarding constructive service is very complex and you may wish to consult an attorney regarding that issue.

Next, you must obtain a **final hearing** date for the court to consider your request. If you are seeking to restore a former name, a hearing on the petition **MAY** be held immediately after the petition is filed. The final hearing on any other petition for a name change may be held immediately after the clerk of court receives the results of your criminal history records check. You should ask the clerk of court, family law intake staff, or judicial assistant about the local procedure for setting a hearing. You may be required to attend the hearing. Included in these forms is a **Final Judgment of Change of Name (Minor Child(ren))**, Florida Supreme Court Approved Family Law Form 12.982(e), which may be used when a judge grants a change of name for a minor child(ren). If you attend the hearing, you should take the final judgment with you. You should complete the top part of the form, including the circuit, county, case number, division, and the name(s) of the petitioner(s) and leave the rest blank for the judge to complete. It should be typed or printed in black ink.

If the judge grants your petition, he or she will sign this **order**. This officially changes your child(ren)'s name(s). The clerk can provide you with **certified copies** of the signed order. There will be charges for the certified copies, and the clerk can tell you the amount of the charges.

### **Where can I look for more information?**

**Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms.** For further information, see section 68.07, Florida Statutes.

### **Special notes...**

The heading of the form calls for the name(s) of the **petitioner(s)**. This means the parent(s) who is (are) requesting the change of their child(ren)'s name(s). The judicial circuit, case number,

and division may be obtained from the clerk of court's office when you file the petition.

It may be helpful to compile a list of all of the people and places that will need a copy of the final judgment. This list may include the driver's license office, social security office, banks, schools, etc. A list will help you know how many copies of your order you should get from the clerk of court after your hearing.

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT,  
IN AND JEFFERSON COUNTY, FLORIDA

Case No.: \_\_\_\_\_

Division: \_\_\_\_\_

IN RE: THE NAME CHANGE OF

\_\_\_\_\_  
Petitioner/Father,

\_\_\_\_\_  
Petitioner/Mother.

**PETITION FOR CHANGE OF NAME (MINOR CHILD(REN))**

I/We, {full legal name(s)} \_\_\_\_\_, being sworn,  
certify that the following information is true:

**I am/We are the birth or legal parent(s) or guardian of the minor child(ren) named in this petition.**

[Choose **only** one]

- a. \_\_\_ There is only one minor child named in this petition.
- b. \_\_\_ There are {enter number of children} \_\_\_\_\_ children named in this petition. The information on the first child is entered below. I/We have attached the completed supplemental forms for each other child.

The adult petitioner(s)'s fingerprints have been taken in a manner approved by the Department of Law Enforcement and submitted for a state and national criminal history records check. **I /We understand that I/we cannot request a hearing on my/our Petition until the clerk of court receives the results of the criminal history records check.**

A. **THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD #   1   :**

1. **Minor child's complete present name is:**

\_\_\_\_\_  
**I/We request that this minor child's name be changed to:**

2. The minor child lives in \_\_\_\_\_ County, Florida, at {street address} \_\_\_\_\_.

3. The minor child was born on {date} \_\_\_\_\_, in {city, county, state, country} \_\_\_\_\_.

**PETITIONER(S) MUST INITIAL HERE \_\_\_\_\_**

- \_\_\_\_\_.
4. The minor child's father's full legal name: \_\_\_\_\_.  
 The minor child's mother's full legal name: \_\_\_\_\_.  
 The minor child's mother's maiden name: \_\_\_\_\_.

5. The minor child has lived in the following places since birth:

Dates (to/from)	Address
_____/_____	_____
_____/_____	_____
_____/_____	_____
_____/_____	_____
_____/_____	_____

(\_\_\_\_ Please indicate here if you are continuing these facts on an attached page.)

6. [Choose **one** only]
- \_\_\_\_ The minor child is not married.  
 \_\_\_\_ The minor child is married to: *{full legal name}* \_\_\_\_\_.

7. [Choose **one** only]
- \_\_\_\_ The minor child has no children.  
 \_\_\_\_ The minor child is the parent of the following child(ren): *{enter full name(s) and date(s) of birth}* \_\_\_\_\_.

8. **Former names.**

[Choose **all** that apply]

- \_\_\_\_ The minor child's name has never been changed by a court.  
 \_\_\_\_ The minor child's name previously was changed **by court order** from \_\_\_\_\_  
 to \_\_\_\_\_ on *{date}* \_\_\_\_\_,  
 by *{court, city, and state}* \_\_\_\_\_.

**A copy of the court order is attached.**

- \_\_\_\_ The minor child's name previously was changed **by marriage** from \_\_\_\_\_  
 to \_\_\_\_\_ on *{date}* \_\_\_\_\_,  
 in *{city, county, and state}* \_\_\_\_\_.

**A copy of the marriage certificate is attached.**

- \_\_\_\_ The minor child has never been known or called by any other name.  
 \_\_\_\_ The minor child has been known or called by the following other name(s): *{list name(s) and explain where child was known or called by such name(s)}* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. The minor child is not employed in an occupation or profession, does not own and operate a business, and has received no educational degrees. If the minor child has a job, explain: \_\_\_\_\_  
 \_\_\_\_\_

**PETITIONER(S) MUST INITIAL HERE** \_\_\_\_\_

**10. Criminal 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 criminal 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:

Date	City/State	Event (arrest, charge, plea, or adjudication)
_____	_____	_____
_____	_____	_____

( \_\_\_ Please indicate here if you are continuing these facts on an attached page.)

**11. Money Judgments.**

[Choose **one** only]

\_\_\_ The minor child has never been adjudicated bankrupt, and no money judgment has ever been entered against him or her.

\_\_\_ The following money judgment(s) has been entered against him or her:

Date	Amount	Creditor	Court entering judgment and case number	Indicate if Paid
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>

**B. THE FOLLOWING INFORMATION IS TRUE ABOUT PETITIONER(S):**

( ) FATHER ( ) MOTHER ( ) GUARDIAN

( ) A Supplemental Form has been attached for the other parent or petitioner.

1. My complete present name is: \_\_\_\_\_  
\_\_\_\_\_

2. I live in \_\_\_\_\_ County, Florida, at {street address} \_\_\_\_\_  
\_\_\_\_\_.

3. I have no ulterior or illegal purpose for filing this petition, and granting it will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise.

4. My civil rights have never been suspended, or, if ever suspended, they have been fully restored.

**PETITIONER(S) MUST INITIAL HERE \_\_\_\_\_**

I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK  
\_\_\_\_\_  
[Print, type, or stamp commissioned name of notary or clerk.]

\_\_\_ Personally known  
\_\_\_ Produced identification  
\_\_\_ Type of identification produced \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:** [fill in all blanks]

I, *{full legal name and trade name of nonlawyer}* \_\_\_\_\_,  
a nonlawyer, whose address is *{street}* \_\_\_\_\_, *{city}* \_\_\_\_\_,  
*{state}* \_\_\_\_\_, *{phone}* \_\_\_\_\_, helped *{name(s)}* \_\_\_\_\_,  
who is (are) the petitioner(s), fill out this form.

**PETITIONER(S) MUST INITIAL HERE** \_\_\_\_\_

**ADULT SUPPLEMENTAL FORM FOR PETITION FOR CHANGE OF NAME (MINOR CHILDREN)**

Case No.: \_\_\_\_\_

**THE FOLLOWING INFORMATION IS TRUE ABOUT PETITIONER(S):**

FATHER  MOTHER  GUARDIAN

1. My complete present name is: \_\_\_\_\_  
\_\_\_\_\_

2. I live in \_\_\_\_\_ County, Florida, at {street address} \_\_\_\_\_  
\_\_\_\_\_.

3. I have no ulterior or illegal purpose for filing this petition, and granting it will not in any manner invade the property rights of others, whether partnership, patent, good will, privacy, trademark, or otherwise.

4. My civil rights have never been suspended, or, if ever suspended, they have been fully restored.

**I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this petition and that the punishment for knowingly making a false statement includes fines and/or imprisonment.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK  
\_\_\_\_\_  
[Print, type, or stamp commissioned name of notary or clerk.]

\_\_\_\_ Personally known  
\_\_\_\_ Produced identification  
\_\_\_\_ Type of identification produced \_\_\_\_\_

**PETITIONER(S) MUST INITIAL HERE \_\_\_\_\_**



**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:** [fill in all blanks]

I, *{full legal name and trade name of nonlawyer}* \_\_\_\_\_,  
a nonlawyer, whose address is *{street}* \_\_\_\_\_, *{city}* \_\_\_\_\_,  
*{state}* \_\_\_\_\_, *{phone}* \_\_\_\_\_, helped *{name(s)}* \_\_\_\_\_,  
who is (are) the petitioner(s), fill out this form.

**PETITIONER(S) MUST INITIAL HERE** \_\_\_\_\_

**SUPPLEMENTAL FORM FOR PETITION FOR CHANGE OF NAME (MINOR CHILD(REN))**

Case No.: \_\_\_\_\_

**THE FOLLOWING INFORMATION IS TRUE ABOUT CHILD # \_\_\_\_\_:**

1. **Minor child's complete present name is:**

\_\_\_\_\_.

**I/We request that minor child's name be changed to:**

\_\_\_\_\_.

2. The minor child lives in \_\_\_\_\_ County, Florida, at {street address} \_\_\_\_\_.

\_\_\_\_\_.

3. The minor child was born on {date} \_\_\_\_\_, in {city, county, state, country}.

\_\_\_\_\_.

4. The minor child's father's full legal name: \_\_\_\_\_.

The minor child's mother's full legal name: \_\_\_\_\_.

The minor child's mother's maiden name: \_\_\_\_\_.

5. The minor child has lived in the following places since birth:

Dates (to/from)	Address
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____
____/____/____	_____

(\_\_\_\_ Please indicate here if you are continuing these facts on an attached page.)

6. [Choose **one** only]

\_\_\_\_ The minor child is not married.

\_\_\_\_ The minor child is married to: {full legal name} \_\_\_\_\_.

7. [Choose **one** only]

\_\_\_\_ The minor child has no children.

\_\_\_\_ The minor child is the parent of the following child(ren): {enter name(s) and date(s) of birth}

\_\_\_\_\_.

**PETITIONER(S) MUST INITIAL HERE \_\_\_\_\_**

MINOR CHILD # \_\_\_\_\_, continued

8. **Former names**

[Choose all that apply]

\_\_\_ The minor child's name has never been changed **by a court**.

\_\_\_ The minor child's name previously was changed **by court order** from \_\_\_\_\_  
to \_\_\_\_\_ on {date} \_\_\_\_\_,  
by {court, city, and state} \_\_\_\_\_.

A copy of the court order is attached.

\_\_\_ The minor child's name previously was changed **by marriage** from \_\_\_\_\_  
to \_\_\_\_\_ on {date} \_\_\_\_\_,  
in {city, county, and state} \_\_\_\_\_.

A copy of the marriage certificate is attached.

\_\_\_ The minor child has never been known or called by any other name.

\_\_\_ The minor child has been known or called by the following other name(s): {list name(s) and  
explain where child was known or called by such name(s)} \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. The minor child is not employed in an occupation or profession, does not own and operate a  
business, and has received no educational degrees. If the minor child has a job, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. **Criminal 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 criminal 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:

Date	City/State	Event (arrest, charge, plea, or adjudication)
_____	_____	_____
_____	_____	_____
_____	_____	_____

( \_\_\_ Please indicate here if you are continuing these facts on an attached page.)

11. **Money Judgments**

[Choose **one** only]

\_\_\_ The minor child has never been adjudicated bankrupt, and no money judgment has ever  
been entered against him or her.

\_\_\_ The following money judgment(s) has (have) been entered against him or her:

Date	Amount	Creditor	Court entering judgment and case number	Indicate if Paid
_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>

**PETITIONER(S) MUST INITIAL HERE \_\_\_\_\_**