

INSTRUCTIONS FOR CHANGE OF NAME (MINOR)

PLEASE ADVISE CLERK IF CHILD'S NAME HAS BEEN CHANGED BEFORE

ONE OR BOTH PARENTS MUST RESIDE IN JEFFERSON COUNTY-BIRMINGHAM DIVISION.

YOU WILL NEED TO FILE THE FOLLOWING:

- **VALID (non-expired) ALABAMA-ISSUED PHOTO ID (driver or non-driver I.D.) OF PARENT(S)- NO EXCEPTIONS**
(your Jefferson County address must be current on your Alabama I.D.)
 - **CERTIFIED COPY OF CHILD'S B.C. WITH STATE ID NUMBER**
- **FILING FEE OF \$16.00 CASH (PLUS \$60.00 PUB FEE IF HEARING IS REQUIRED)**
 - **NO CHECKS OR CREDIT CARDS ARE ACCEPTED**

COMPLETING THE FORMS:

1. Complete **DUPLICATE** forms. Must answer questions 1 through 5 in the petition. **BLACK INK ONLY**. Do not mark through or use liquid paper on forms. Petitioner(s) signature must be the same as identified on the birth certificate and signed before a notary public. **(USE FULL NAMES – NO INITIALS)**
 - This form does not require the assistance of an attorney so leave “Attorney for Petitioner” part blank
 - Clerks in this office are **NOT** allowed to assist you in completing the form
2. You must file a ***Certified Copy*** of the child's birth certificate containing the ***State ID number***. This document must remain with the Court as a permanent part of the file.
3. **IF BOTH PARENTS'** names appear on the child's birth certificate, ***both*** parents **must sign** the petition to have the child's name changed and it can be granted over the counter. A **physical street address** for both parents is required – **(No P.O. Box will be accepted)**
 - If one parent is not available to sign the petition, or if the father's name is not listed on the birth certificate, then **QUESTION NO. 2** on the petition **must be completed in full** and the matter will be set for a hearing. The Court will give notice to the parent who has not signed the petition, whether in-state or out-of-state.
 - Parent must bring the Minor Child to the hearing
 - ***If minor is over age 14***, they must submit a consent statement to the change of name. (attached) Signature of the minor must be the same as it appears on their birth certificate and it also must be signed and notarized. **(This may be an informal handwritten statement but signed before a notary public)**

A HEARING DATE IS REQUIRED TO BE SET BY THIS COURT FOR THE FOLLOWING REASONS:

- If **putative Father's** name does not appear on the child's birth certificate, or he is now deceased
 - If the **named putative Father** is not available to sign petition
- If “**mother refused**”, or “**not stated**” is shown on child's birth certificate under “Father's name”

A publication fee of \$60.00 is required to be paid, along with a \$16.00 filing fee when filing a petition that must be set for a hearing. Additional court cost may occur after the hearing.

CASH PAYMENT ONLY.

*** ABSOLUTELY NO FEES CAN BE WAIVED ***

4. Bring the completed, signed notarized forms to this office, along with the **\$16.00 cash filing fee**.

PLEASE HAVE YOUR PAPERS NOTARIZED BEFORE FILING IN PROBATE COURT