

INSTRUCTIONS FOR CHANGE OF NAME (ADULT)

General information:

- You must be a resident of Jefferson County, Alabama. If you are a resident of another county/state you must seek the name change in the county/state of residence.
- All adult name changes are set for hearing. Authorization of a background check is included in the petition.
- Cost may vary: (Fee \$65.00-80.00) to be determined by number of copies made. (CASH OR MONEY ORDER ONLY)
- **THE FOLLOWING IDENTIFICATION IS REQUIRED UPON FILING A PETITION:**

- ALABAMA DRIVERS LICENSE OR PHOTO I.D.
- BIRTH CERTIFICATE
- SUPPORTING MARRIAGE AND/OR DIVORCE DOCUMENTS
- TWO (2) PROOFS OF JEFFERSON COUNTY RESIDENCY i.e.

Current utility bill, voter registration, deed, mortgage, tax card, etc.

Instructions:

1. Complete forms in **BLACK INK ONLY**. Do not mark through or use liquid paper on the forms. Please write your name LEGIBLY in all appropriate areas on these two forms.
2. Please notify the clerk if you have had your name changed previously in Jefferson County Probate Court whether it was in Birmingham OR in Bessemer.
3. This form does not require an attorney to file. However, clerks are NOT allowed to assist you in completing the form. (If you have **not** hired an attorney to help you complete this form, please leave "Attorney for Petitioner" part BLANK.)
4. The petition must be notarized prior to submission to the probate office. We do not provide notary services.
5. PETITIONER refers to your FULL PRESENT LEGAL NAME (or the name you're changing FROM). Please sign your **FULL PRESENT LEGAL NAME** (or the name you're changing FROM) as **PETITIONER** and have that same signature notarized. DO NOT sign in the notary section in any other name than your PRESENT LEGAL NAME (or the name you are changing FROM). Use **FULL NAMES. NO INITIALS**
6. Be sure to give your COMPLETE PHYSICAL ADDRESS. NO POST OFFICE BOX addresses will be accepted.
7. Bring the completed, signed AND notarized forms to the appropriate probate division office.

PLEASE FILE YOUR PETITION IN THE APPROPRIATE DIVISION:

BIRMINGHAM DIVISION RESIDENTS:
JEFFERSON COUNTY PROBATE COURT
716 RICHARD ARRINGTON JR. BLVD. N
BIRMINGHAM, ALABAMA 35203

BESSEMER DIVISION RESIDENTS:
JEFFERSON COUNTY PROBATE COURT
1801 3RD AVENUE N
BESSEMER, ALABAMA 35020