

PETITION FOR NAME CHANGE INSTUCTIONS

Before you file:

If person filing for name change is 13 years of age or older, they **MUST** be fingerprinted. Fingerprints must be included with the filed Petition. Digital fingerprints may be taken BUT a printed copy of the fingerprints must be submitted with the petition.

Complete the Name Change Petition according to your situation.

File Petition for Name Change with the Prothonotary's Office on the 1st Floor of the Court House. Filing Fee: \$160.25 (Cash, Money Order or Bank Cashiers' Check made payable to the Prothonotary of Montgomery County)

Must be a resident of Montgomery County for **5 YEARS**. If not, must bring proof showing a **CIVIL JUDGMENT SEARCH** for any and all counties you have resided in during the last 5 years.

Must advertise in 2 newspapers. 1 ad for each paper, 1 day only for ad, must be published at least 30 days prior to hearing date.

1. Montgomery County Law Reporter: contact Jessica at 610.279.9660 x220
2. Any Newspaper where the Name Change Recipient resides

If your situation involves a **BIOLOGICAL MOTHER/FATHER**, 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 **CERTIFIED MAIL RETURN RECEIPT REQUESTED**. Bring the proof to court day of hearing.

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.

If you have any further questions please contact the Civil Division of the Court Administration Office at (610) 278.3873, Monday through Friday 8:30 am to 4:30 pm

If you are mailing send your completed petition, fingerprint card, filing fee (NO CASH) and a self-addressed stamped envelope for return of paperwork to:

Montgomery County Courthouse
Office of Prothonotary – 1st floor
PO BOX 311
Norristown PA 19404-0311

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
judgements or decrees of record or any other matter(s) of like character against the above name change
recipient, it is hereby ORDERED that that 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____,
_____ AM, in Courtroom _____, on the _____ floor, before 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:

Adult Petitioner is:

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

Child/Children Petitioner(s):

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

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

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

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

Child/Children are part of an ongoing Custody Case:

Case Number: _____

Case Caption: _____

Judge Assigned: _____

1. Petitioner wishes to change their name or minor child(ren) name because: _____

2. 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

Phone Number

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