

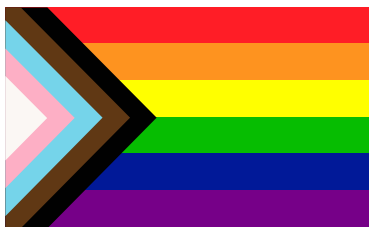


Noah Marlier, *Prothonotary*

# HOW TO CHANGE YOUR NAME

through the

## Montgomery County Prothonotary's Office



Contact the  
**Prothonotary's Office**  
for more information:  
**(610) 278-3361**

### Process:

- Filers over the age of 12 years old must have their **fingerprints** taken.
- Filers should access the "**Petition for Change of Name**" form by visiting <https://www.montcopa.org/prothy> and selecting "**Forms**."
- Filers must submit **petition** and **fingerprint card** to **Prothonotary by mail** or in **Prothonotary's drop box** in lobby of Norristown Courthouse.
- Filer must advertise name change in **two publications**: *The Montgomery County Law Reporter* as well as a newspaper of general circulation in the County (one ad per publication, one day only).
  - For a list of newspapers in Montgomery County, visit: [www.yellowbook.com/s/newspapers/montgomery-county-pa](http://www.yellowbook.com/s/newspapers/montgomery-county-pa)

### Important Information:

- Filing Fee: **\$160.25** (in the form of cash, money order, or certified bank check made payable to the "Prothonotary").
  - **Financial assistance** in the form of an In Forma Pauperis (IFP), which will waive the filing fee, is available for individuals with low income.
- At the time of the initial filing, one can also file **motions to bypass the above advertising requirements and to seal the name change petition** so that it is less accessible to the public.
- Filers who have lived **outside Montgomery County** must bring proof to their hearing that a **civil judgment search** has been conducted for **all other counties** in which they have lived during the **last 5 years**.
- The Prothonotary's office will conduct the required civil judgment search for **Montgomery County**.
- Filers may visit the Prothonotary's Office to receive **certified copies of the name change** after the hearing (\$5.50 for a one-page certified document, plus \$0.25 per additional page)
  - Filers can also **request certified documents by mail** or in the **Prothonotary's dropbox** in the Norristown Courthouse lobby by accessing the **request form online**: [www.montcopa.org/prothy](http://www.montcopa.org/prothy)

\*The information above is meant for informational purposes only and does not constitute legal advice. Please consult an attorney.

## RESOURCES

### **Legal Aid of Southeastern PA**

625 Swede Street, Norristown 19401

(610) 275-5400

To apply online, please visit [www.lasp.org/apply](http://www.lasp.org/apply)

### **Mazzoni Center**

1348 Bainbridge Street, Philadelphia 19147

Main: (215) 563-0652 • Legal: (215) 563-0657

[www.mazzonicenter.org](http://www.mazzonicenter.org)

### **Montgomery Bar Association**

Lawyer Referral Service

100 W. Airy Street, Norristown 19401

(610) 279-9660 (select Option 3)

### **Montgomery County Court Administration**

2 E. Airy Street, Norristown 19401

(610) 278-3873

### **Montgomery County Prothonotary**

2 E. Airy Street, Norristown

(610) 278-3361

[www.montcopa.org/prothy](http://www.montcopa.org/prothy)

### **Pennsylvania Youth Congress**

413 Walnut Street, Harrisburg 17101

(717) 743-1035

[www.payouthcongress.org](http://www.payouthcongress.org)

Email: [info@payouthcongress.org](mailto:info@payouthcongress.org)