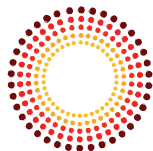
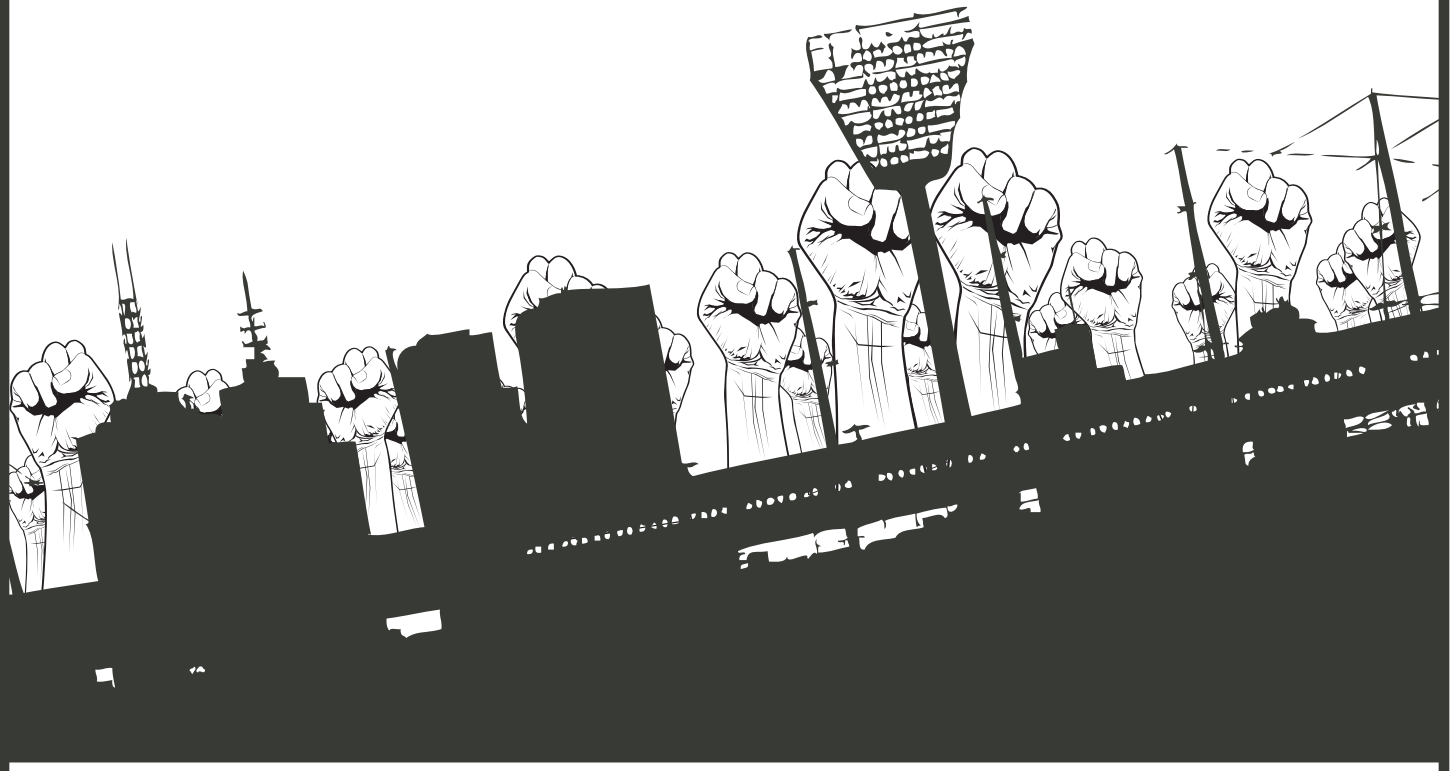


Making What We Need

a community based
name change project and
legal clinic in Georgia.



SPARK

Trans(forming)



ACLU

American Civil Liberties Union of Georgia

CONTENTS

Acknowledgements.....	1
Letter	2
Why The Name Change Project	3
How Did The Project Get Started.....	4
Importance	4
Who Are We	5
Resources	7
Instructions for Name Change of an Adult.....	10
List of Forms You Should Have	10
Basic Steps.....	11
Sample Forms	18 - 24

ACKNOWLEDGEMENTS

We would like to thank the following individuals and organizations for their support in this project.

American Civil Liberties Union of Georgia

Paige Foster
Amelia Kohli
Brittany Webster
Jenny Mitchell Rose
Steven Williams
Kylie E. Jones
Rita Nokkaew
Laila Anderson

P.U.R.E. Me Productions

Gabriel Foster

Lambda Legal, Southern Regional Office

Silvia Rivera Law Project

SPARK for Reproductive Justice NOW

Trans(forming)
AJ Jones
BT

WHAT?!?

DEDICATION

We dedicate this guide to those that have come before us and those that will come after us. The previous efforts of our brothers and sisters that have endeavored to build a society where we are empowered to make liberatory and meaningful decisions about our genders, bodies, and sexualities have not gone unnoticed. We appreciate and value the contributions of those communities that helped to make this document possible. May those that view this publication be affirmed in their individual and collective pursuit to be who they are destined to be physically, mentally, and emotionally.

GEORGIA NAME CHANGE KIT

LETTER

Dear friends, supporters, and comrades,

"Making What We Need: A Community Based Name Change Project" is a reflection of our collective commitment to ensuring that communities have the information, resources, and the power they need to make decisions about their bodies, genders, and identities. This publication was produced out of a shared sense of urgency, for I know all too well what my brothers and sisters may be feeling and going through as we navigate the oftentimes difficult and murky legal process to ensure that our names reflect our genders.

I know all too well scenarios where a trans person's identity may cause personal and professional complications and challenges; from telling their employer why the name listed on their documents may not be the same as the one given during an interview or having to sit down with the healthcare manager at your job to discuss what appears to be a discrepancy in names for services rendered under your health plan, or lastly, being pulled over by law enforcement, making an already uncomfortable situation that much more tenuous, and having to explain to the officer why the person in front of them doesn't appear to be the person in the photo ID provided. All of these scenarios are real. I have experienced them. What they amount to, essentially, is this: who has the documents to prove that their true identity is represented?

In this country, there is a standard set for our identification. These documents facilitate our everyday lives. From employment, health care, obtaining a library card, banking, driving, and beyond, we use identification to access the most basic services and goods. As trans people, some of us meet the requirements and some of us do not. Ultimately, for me at least, it is about being seen the way that I want to be seen. I want my lived reality to reflect my experience on this earth. The ability to actualize my dreams, to live a life that represents my true gender identity, is ultimately the reason why I am committed to the gender justice movement.

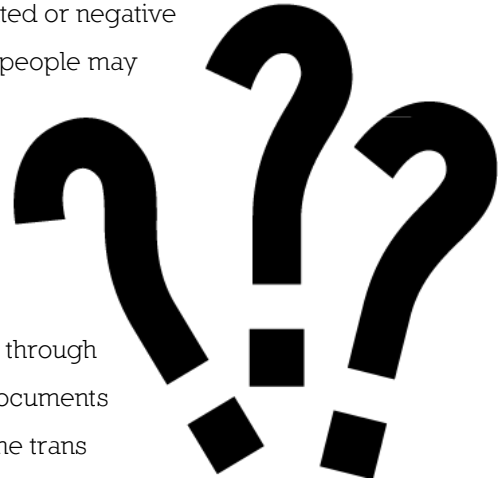
The name change project, "Making What We Need," is a reflection of our shared commitment to creating the resources that we desire to ensure that trans communities are provided the tools to bring about real, sustainable change. We hope that you will share this work with others. Let people know about it. Use the information to your advantage and let people know that they can do what they have long thought not possible. This guide is a small contribution to a broader effort to build a society where all can claim a space that is free from discrimination, intolerance, and prejudice.

In solidarity,

AJ Jones
Member Leader, Trans(forming) and SPARK Reproductive Justice NOW

WHY THE NAME CHANGE PROJECT?

If a trans person wants to change their personal documents to reflect their true identity, the process may be arduous, intimidating, and overly complicated. A number of factors may influence whether and how one is able to access the information and resources needed to change one's name on a wide variety of government issued identification records. The name change process can often prove quite cost prohibitive, more so for youth and low-income individuals. Furthermore, legal institutions may be intimidating or a source of fear for people that have had only limited or negative experiences in dealing with these institutions. Additionally, trans people may have to deal with concerns of being mispronounced and/or addressed by the name of choice when interacting with the legal system; creating additional barriers to accessing services that only the state can provide, such as a name change.



Understanding the legal and administrative process one must go through to change one's name is essential to ensuring that government documents and identification represent who you are. Since issues affecting the trans community are oftentimes marginalized within the broader LGBTQ movement and mainstream movements for social change, it is essential that social change organizations, elected officials, and medical communities understand the particular needs and aspirations of trans individuals. This guide is intended to provide the trans community in Georgia with the resources and insight necessary to change their names to accurately reflect their identity.

While this resource is not exhaustive, it does provide the most essential information required for beginning and completing the name change process. We hope this resource will encourage all stakeholders to think more constructively about how we can center the experiences of the trans community within our ongoing work and build a society where people are seen and understood through the lens that best represents their true identity.

GEORGIA NAME CHANGE KIT

HOW DID THE PROJECT GET STARTED?

This project was born from a series of conversations acknowledging the challenges of changing government issued identification documents that only recognize the gender and name we were assigned or given at birth regardless of whether or not those names reflect our true identity. We understand that all too often youth, people of color, disabled, and/or low-income trans individuals that want to navigate this challenging situation do not have the information they need, are misinformed or intimidated by the process, or simply do not have the money or resources needed to go through the process to alter these government issued documents. Moreover, for trans individuals that have begun their medical transition but have not completed the hurdle of changing their name legally on their documents, moving forward with surgeries or securing insurance coverage is even more complicated. From this series of conversations, combined with our concerns and commitment to addressing this problem, came the idea for a collaborative endeavor between various organizations committed to realizing gender justice and trans inclusiveness.

WHY IS THIS PROJECT IMPORTANT TO OUR COMMUNITIES?

Being able to change or alter one's government issued identification records is a pressing concern for many members of our communities. It is paramount that all trans people be able to affirm their identities. Whether it is school, work, or a number of other circumstances, trans people should be able to live their lives without



constant scrutiny brought about by inconsistent identification.

Ambiguous documentation opens trans people up to increased policing and can often pose a safety concern. To this end, we launched this project in an effort to shed light on the name change process through this publication and a series of free name change legal clinics to provide

direct assistance to trans people going through this process. Our trans community members should not have to deal with increased scrutiny in order to live their lives the ways that they want.

Trans* – We've chosen to use the term **trans** to be more inclusive of those who identify as transsexual, transgender, gender queer, gender non-conforming, non-gender, bi-gender, two spirit, intersex, questioning and the many other identities and ways that people choose to identify under this large umbrella.

WHO ARE WE?

Trans(forming) Atlanta, a chapter of FTMI (Female to Male International), is a membership based support group for anyone who identifies as Female to Male, trans man/male Spectrum (including those who do not ID as trans but male), and those who are questioning. The organization hosts monthly meetings, social gatherings, and provides resources and all around transition support. We exist to share information, provide social support and camaraderie, and to assist members in their transition. We are looking to collaborate, where appropriate, with other groups and organizations in the city with the end goal being to provide new or improved services to our membership.

For more information about Trans(forming), please visit transforming.webs.com.

SPARK Reproductive Justice NOW is a statewide community based and centered reproductive justice organization based in Atlanta, GA. Our mission is to collaborate with individuals and communities to build and sustain a powerful reproductive justice movement in Georgia. We do this by developing and sharing a radical analysis in order to shift culture, mobilizing our communities in response to immediate threats, and organizing for long-term systemic change.

Why we do this work?

We envision a world where Georgia and the South continuously cultivate communities where we can all make healthy decisions about our bodies, genders, sexualities, families, and lives. Centering our program work on the needs and power of queer and trans youth of color is fundamental to realizing the mission of our organization. We understand that possessing government issued identification that accurately reflects our gender identity is essential towards building a society where everyone is entitled to dignity and bodily autonomy.

For more information about SPARK Reproductive Justice NOW, please visit: www.sparkrj.org

GEORGIA NAME CHANGE KIT

American Civil Liberties Union (ACLU) of Georgia is a national non-partisan organization with more than 280,000 members dedicated to preserving and defending the principles embodied in the Bill of Rights. The purpose of the ACLU of Georgia shall be to advance the cause of civil liberties in Georgia, with emphasis on the rights of free speech, free press, free assembly, freedom of religion, due process of law and to take all legitimate action in the furtherance of such purposes without political partisanship.

Why we do this work?

Over the years, the ACLU has demonstrated its commitment to issues that affect the Lesbian, Gay, Bisexual, and Trans community. The ACLU strives to ensure that the American values of equality and fairness are preserved, especially for those who at times have been marginalized by society. In seeking equality and fairness for trans individuals, the ACLU has engaged in litigation, Congressional hearings, and public campaigns. The purpose of all of these endeavors is to protect and garner respect for a trans individual's identity, safety, and privacy, as well as protection from all sources of discrimination. There are too few Federal and State laws that expressly protect trans individuals, which make it extremely important for trans individuals to know their rights.

When a trans individual seeks a name change, it's vital that the person know the law, so as to not be unduly burdened by a simple but significant step to realizing their identity. The ACLU of Georgia became involved with this name change project to ensure that trans individuals are able to change their identification documents to reflect who they are in a way that does not sacrifice their dignity. Identification documents are essential to day-to-day living and therefore changing one's name is often a first step for a trans individual. It's imperative that trans individuals not be discouraged, harassed, discriminated against or made to feel that they are not equally protected by laws designed to uphold the most fundamental civil liberties.

In addition to a name change, some trans individuals will also seek a gender change on their identification documents. The ACLU advocates for the adoption of state policies that respect privacy and personal autonomy and allow individuals to change their identification documents based solely on their true identity. Whether changing their name or gender, trans individuals have the right to have their identity expression accepted, respected, and protected by the State. By providing a reference guide for those seeking to change their name, the name change project furthers the ACLU of Georgia's goals of fairness and equality for all, by seeking to safeguard the rights of trans individuals.

For more information about the ACLU's LGBT Rights Project, please visit: www.aclu.org/lgbt-rights. To find out more about ACLU of Georgia, please visit: www.acluga.org/.

RESOURCES

For a broad variety of information pertinent to the trans community and allies, please visit:
www.transgeorgia.org.

Lambda Legal

Southern Regional Office
730 Peachtree Street, NE
Suite 1070
Atlanta, GA 30308-1210
T: 404.891.1880
F: 404.897.1884
www.lambdalegal.org/sro

Lambda Legal is the oldest national organization pursuing high-impact litigation, public education and advocacy on behalf of equality and civil rights for lesbians, gay men, bisexuals, transgender people and people with HIV. The work we do has impact on the way we live — we change laws, policies and ideas. From our national headquarters in New York and four regional offices in Atlanta, Chicago, Dallas and Los Angeles, our legal and public education experts select the cases and issues that will have the greatest impact in protecting and advancing the rights of LGBT people and those with HIV.

Trans(forming) Atlanta

trans.forming@yahoo.com
transforming.webs.com

Trans(forming) Atlanta, a chapter of FTMI (Female to Male International), is an Atlanta membership based FTM peer support/resource/social group that meets once a month. Membership is open to anyone who identifies under the Female to Male, trans man/male spectrum (including those who do not identify as trans, but male, and those who are questioning).

Trans(forming) Too - AFLOAT – is a joint organization of Trans(forming) providing support, social gatherings, and resources for allies, friends, loved ones, and tribe.

SPARK Reproductive Justice NOW

2048 Hosea L. Williams Dr. NE
Atlanta, GA 30317
T: 404.343.6506
www.sparkrj.org

SPARK Reproductive Justice NOW is a statewide community based and centered reproductive justice organization based in Atlanta, GA. Our mission is to collaborate with individuals and communities to build and sustain a powerful reproductive justice movement in Georgia.

GEORGIA NAME CHANGE KIT

RESOURCES

ACLU of Georgia
1900 The Exchange
Suite 425
Atlanta, GA 30339
T: 770.303.9966
F: 770.303.0060
www.acluga.org

American Civil Liberties Union (ACLU) of Georgia is a national non-partisan organization with more than 280,000 members dedicated to preserving and defending the principles embodied in the Bill of Rights. The purpose of the ACLU of Georgia shall be to advance the cause of civil liberties in Georgia, with emphasis on the rights of free speech, free press, free assembly, freedom of religion, due process of law and to take all legitimate action in the furtherance of such purposes without political partisanship.

PERMISSIONS

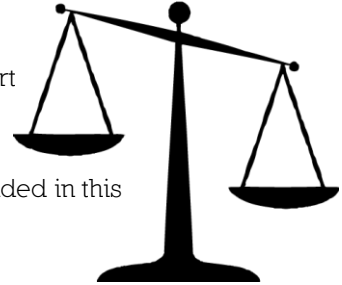
This guide may be used and reproduced without permission of SPARK Reproductive Justice NOW, Trans(forming), or the ACLU of Georgia so long as it is properly cited. Excerpts may be taken if (a) they are properly cited AND (b) they are used within their proper context AND (c) a note is included that the excerpt is not legal advice.

If you are in need of legal advice or guidance, please contact the legal helpline of Lambda Legal or the ACLU of Georgia.

INSTRUCTIONS FOR NAME CHANGE OF ADULT

WHAT IS THE LAW ABOUT CHANGING NAMES IN GEORGIA?

Court cases that are only about changing names are covered by O.C.G.A. §19-12-1 through §19-12-4 and 31-10-23(d). Some other court cases can also include name changes as part of the case, such as legitimations, paternity actions, and divorces. Each of the aforementioned actions has its own corresponding law and is not included in this packet of forms.



GENERAL COMMENTS

It is a good idea to talk to a lawyer before filing any court action. This name change is no exception to that rule. There are often more issues involved than you might realize if you fail to get legal advice. If you decide to talk to a lawyer before filing this action, it is a good idea to review the forms and instructions in this packet beforehand so that you will be able to make the best use of your time with the lawyer.

State law, O.C.G.A §15-19-51, prohibits court personnel (including staff attorneys, law clerks, calendar clerks, Clerk's Office staff, and Sheriff's Department staff) from giving legal advice or answering legal questions. This rule also applies to county law libraries.

FORMS INCLUDED IN THIS PACKET:

- (1) *Petition to Change Name of Adult* – (2 pages)
- (2) *Verification of Name Change Petition* – (1 page)
- (3) *Notice of Petition of Change Name of Adult* – (1 page)
- (4) *General Civil Case Filing Information Form* – (available at Clerk's Office in some counties)
- (5) *Final Order Changing Name of Adult* – (1 page)
- (6) *General Civil Case Final Disposition Information Form* – (available at Clerk's Office in some counties)

GEORGIA NAME CHANGE KIT

BASIC STEPS FOR NAME CHANGE OF ADULT:

- ☐ Step 1: Fill out the *Petition, Verification, Notice, and Case Filing Information Forms*. Some courts offer these forms at the Clerk's Office. Sign the forms in front of a notary public. (save the *Final Order* and *Case Disposition Information* forms for later, when you have your final hearing).
- ☐ Step 2: Make Copies of all the forms.
- ☐ Step 3: File the forms at the Superior Court Clerk's Office.
- ☐ Step 4: Arrange for publication of the *Notice* in *the legal organ/official legal publisher for your county of residence*.
- ☐ Step 5: Wait the required time, and prepare the forms for the final hearing.
- ☐ Step 6: Schedule and attend the final court hearing.
- ☐ Step 7: File the final order and get a certified copied of it.

DETAILED INSTRUCTIONS FOR NAME CHANGE OR ADULT:

The rest of these instructions tell you how to fill out each form and complete each step of the process to complete your name change. **Please read these instructions and each form very carefully.** Missing or misreading a word could cause you to make serious errors in your case, causing confusion and delays, and even cause the Court to deny the name changes you are requesting.

You must type or print in black ink on any forms you will file with the Court.

STEP 1(A): PETITION TO CHANGE NAME OF ADULT

» Caption (Heading):

Type or print your current name on the blank provided (to the left of the vertical line where it says Petitioner). Do not fill in the Civil Action Case Number. The clerk will assign a number to your case when you file your petition in the Clerk's Office.

» Paragraph 1: Name and Residency

Type or print your current name on the blank in this paragraph.

Note: You must file this *Petition* in the county where you live.

»

Paragraph 2: Birth Date and Place of Birth

Fill in your date of birth on the first blank. If you were born in the United States, Check the first box and then fill in the county and state where you were born. If you were born outside the United States, check the second box and then fill in the place where you were born on the space provided.

»

Paragraph 3: Old and New Names

On the first blank, fill in your current name. Spell it exactly as it appears on your birth record or other official records you want to change (including any middle name). On the second blank, fill in the new name you want. Spell it exactly as you want it to appear on the birth certificate or other official records in the future.

»

Paragraph 4: Reason for Name Change

Explain your reasons for wanting the name change in this section. Be clear and reasonably complete, but keep it short.

» Finishing this Petition

Sign your name in the space provided on the last page, and add the date on which you are signing the *Petition*. Write your address and daytime telephone number where Court staff can reach you, if necessary. However, if you are living in a shelter for victims of family violence, do not list the address of the shelter. Instead, on the space for the address, list only the name of the shelter and the state where it is located. Do not even fill in the name of the county. If your address should be kept confidential because of family violence, do not write that address here. Instead, you should write another address here, where you can be sure that you will receive any information that is mailed to you by the court.

STEP 1 (B): VERIFICATION

The *Verification* form must be filled out along with the *Petition to Change Name of Adult*. Fill out the caption in the same way that you filled it out on the *Petition*. Then, insert your name in the space after the words, "My name is."

STEP 1 (C): NOTICE

On the first blank in the main part of the form, fill in your current name. Spell it exactly as it appears on your birth certificate or other official records. On the appropriate blanks, fill in the date you are filing the *Petition*. On the next space, fill in the new name you want. Spell it exactly as you want it to appear on any official records in the future. At the bottom, fill in the date you are signing the form, and sign your name on the blank provided. Print or type your name and address on the lines below your signature. Make sure your address is complete, so the legal newspaper can send you the proof of publication.

GEORGIA NAME CHANGE KIT

STEP 1(D): NON-DOMESTIC GENERAL CIVIL CASE FILING INFORMATION FORM

» Case Caption:

This is located on the top left portion of the form. Do not fill in the Case number and Division. The clerk will do that when you file the case. On the lines just underneath the Case Number, type or print the caption of the case, just as it appears on the *Petition*.

» Plaintiff's Information:

This is located on the top portion of the form. Type or print your current name, address, and telephone number on the spaces provided.

» Defendant's Information:

Leave this section blank.

» Type of Case and origin:

This is located in the boxes in the center of the form. Check the box next to "Name change." In the area labeled "ORIGIN," check the box or "Original Proceeding."

» Related Cases

This is located at the bottom section on the form. If there have not been any other cases in this court about you, leave this section blank. Just sign your name at the bottom and fill in the date.

However, if there have been other cases about you in the Superior Court of your county (example, Divorce, child support, criminal cases, TPO), then you must fill in this section. To complete this section, fill in the name of the judge and the Case Number of the other case. Check the box next to the words "Same issue of fact or grows out of the same transaction." Then, sign your name at the bottom and fill in the date.

STEP 1(E): NOTARY PUBLIC

After you fill out all of the forms, review them to make sure they are complete and accurate. Then, take them to a notary public and sign them in front of the notary. There may be a charge or a fee for notary services.

STEP 2: COPYING

Check to make sure you have completed all of the forms needed and that they have all been signed (in front of a notary, where necessary). Check page one of these instructions for a list of all

GEORGIA NAME CHANGE KIT

of the needed forms. Then, make one copy of each of the forms for your records. Separate the copies into sets—one for the court and one for you. Each set should have one copy of each form. Clip each set with a paperclip.

STEP 3: FILING

Take both sets of forms along with your case to the Superior Court Clerk's office to be filed. There is a court filing fee for a name change action (the exact amount can be obtained from the Clerk's Office). You will also have to pay a separate fee for the legal newspaper to publish the notice of name change. These fees can be paid by cash, check, or money order. Be sure to bring a form of payment with you to the Clerk's Office, and remember that the two fees will have to be paid separately.

Note: If you have a low income and feel that you cannot afford to pay these fees, you can ask the Court to waive the court filing fee (but not the publication fee). To do this, you should file *Poverty Affidavit* and *Order on poverty Affidavit* forms along with your other forms that you have taken to the Clerk's Office. A judge must sign the *Order* approving the *Poverty Affidavit*, before the filing of your case can be completed by the Clerk's Office staff. If the judge signs the order of approval, your filing fee is waived and the case will proceed. If the judge does not approve your *Poverty Affidavit*, you must pay all fees before your case will proceed.

Tell the clerk if there have ever been cases about you in this court so that the case can be assigned to the proper judge. If your paperwork is complete, the clerk will keep the originals for the Court's file. Once your fees have been paid or a *Poverty Affidavit* have been approved by the judge, the clerk will write the case number on the top of the set of your copies, stamp them, and return them to you. Keep these copies for your records. Ask the clerk which judge has been assigned to the case, and get the name and phone number of that judge's calendar clerk.

STEP 4: PUBLICATION OF NOTICE

Publication is required in *all* name change cases. When visiting the Clerk's office to file your documents, ask how publication is handled in your county. In some counties the Clerk's Office will take care of all publication details with the legal newspaper for you. If the Clerk's office takes care of publication, give the clerk the *Notice* and payment for the publication fee (**check or money order**). The Clerk will forward the *Notice* and payment to the legal newspaper. In some counties you are responsible for all contact with the legal newspaper to meet the publication requirements. Confirm the name, location and contact information for the legal newspaper with the Clerk. Call the legal newspaper to ask how to publish a legal notice. They will provide you with details on how to send the notice (in person delivery, email, or fax), the fee required, and how you will receive notice of the publication.

You should receive a *Publisher's Affidavit* from the legal newspaper after the *Notice* has been published for four weeks. Keep it with your other court papers related to this name change case. You will need this document at your final hearing in order to show the judge that the notice was published.

GEORGIA NAME CHANGE KIT

STEP 5: WAIT AND PREPARE FOR FINAL HEARING

The required waiting period for an adult name change in Georgia is 30 days from the date of filing. Publication of *Notice* in the legal newspaper must have been completed. The publication normally runs for 4 weeks, so it will usually be completed at approximately the same time as the waiting period.

» Final Order for changing Name of Adult:

Fill in the caption the same way you did on the *Petition*. Fill in the Case Number with the same number the Clerk wrote down when you filed the case.

Fill in your current new name and your new name on the blanks provided. Be sure you spell the current name exactly as you want it to appear on your official records in the future. Leave the rest of the form blank. The judge will fill in the remainder of the form at your final hearing.

» General Civil Case Final Disposition Information Form:

These directions are for the forms found in many courts, please note the Final Disposition Information Form in your county may be different.

Check the box next to the word "Superior" in the upper left-hand corner of the form.

Fill in the name of your county in the space provided for county. Fill in the Case Number on the space for the Docket Number. Fill in your name as the Reporting Party; fill in your title, which is "Petitioner."

Fill in your name on the line for the "Name of Plaintiff/Petitioner." Check the box for "Pro Se." Do not fill in the spaces provided for the respondent.

Under "Type of Disposition," check the box for Bench Trial (#6).

Do not fill in the "Award" section or the "Judgment on Verdict" section. Leave them blank.

Under "ADR," check the box for "No."

STEP 6: FINAL HEARING

Schedule your final hearing. (some judges require you to make an appointment: others just have certain day and hours when you come in for this type of hearing). Some courts allow you to schedule a hearing date when you file your forms. Other courts require you to contact the calendar clerk for the judge assigned to your case. Make sure you have your court papers (including the Case Number) in front of you when you make the call, so you can answer any questions the calendar clerk may have about your case.

GEORGIA NAME CHANGE KIT

When you go to court for the hearing, take your copy of all the court papers with you, including:

- ☐ *Petition to Change Name of Adult*
- ☐ *Notice of Petition to Change Name of Adult*
- ☐ *Publisher's Affidavit* (the paperwork sent to you by the legal newspaper)
- ☐ *Final order Changing Name of Adult*
- ☐ *General Civil Case Final Disposition Information Form*

When you get to the judge's office, tell the staff that you are there for a name change. The staff may ask you for your *Final Order* form. When you go into the judge's office, the judge will have you swear to the truth of what you are about to say. Then, tell the judge the following information:

- ☐ Your name
- ☐ The county where you live
- ☐ That you are at least 18 years old
- ☐ That you are asking the judge to grant a name change for you from your current name of _____ to the proposed name of _____.
- ☐ The reasons you want to change your name, and
- ☐ That you are not doing the same change for the purpose of defrauding anyone.

If you have not already given the staff your *Final Order* form, offer it to the judge now. The judge may ask you some additional questions. Then, if the judge approves the name change, s/he will sign the *Final Order* form.

STEP 7: FILE FINAL ORDER

Take the signed *Final Order* to the Clerk's Office and have it filed. Ask for a certified copy of the order. There will be a fee for the certified copy. The certified copy is your proof that your name has officially been changed.

» Important Records

Take some time to think of all the agencies and companies you may need to notify about your name change. These may include:

- ☐ Department of Public Safety (driver's license)
- ☐ Your bank
- ☐ Social Security Administration, Department of Family and Children's Services
- ☐ Your creditors (such as your landlord or mortgage company, credit card companies)
- ☐ Child Support Enforcement/ Family Support Registry

GEORGIA NAME CHANGE KIT

Contact these places to find out the steps you must take to give them proper notice of your new name. Some may charge a fee; most will want a copy of your final order.

Congratulations! Your Name Change is complete!

GEORGIA NAME CHANGE KIT

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

In re the Name Change of:

_____,
Petitioner.

Civil Action File No.: _____

PETITION TO CHANGE NAME OF ADULT

The Petitioner files this Petition to Change Name of Adult, and states the following in support of the petition:

1

The Petitioner's name is _____, and s/he resides in _____ County, Georgia. Therefore, jurisdiction and venue are proper in this Court.

2

The Petitioner was born on _____

[Check and complete only one of the following.]

☐ in _____ County, State of _____, United States of America.
outside the United States, in _____.

3

☐ The Petitioner seeks to change his or her name from _____
to _____.

4

[Explain here why you want to change your name.]

The reasons for this name change are as follows: _____

GEORGIA NAME CHANGE KIT

The Petitioner does not intend to use the name change to fraudulently deprive anyone of any right under the law.

WHEREFORE, the Petitioner asks that the Petitioner's name be changed as provided in Paragraph 3 above.

Signed this _____ day of _____.
[day] [month] [year]

Pro se

(Sign your name here before Notary) Petitioner,

Petitioner's name (print or type):

Petitioner's Address:

Petitioner's Telephone Number:

Sworn to and affirmed before me, this
_____ day of _____.

NOTARY PUBLIC

My commission expires: _____
(Notary Seal)

GEORGIA NAME CHANGE KIT

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

In re the Name Change of:

_____,
Petitioner.

Civil Action File No.: _____

VERIFICATION OF PETITION TO CHANGING NAME OF ADULT

I, _____ Personally appeared before the undersigned Notary Public,
and declare under oath that I am the Petitioner in the above-styled action and that the facts stated in the
foregoing Petition to Change Name of Adult is true and correct.

Signed this _____ day of _____.
[day] [month] [year]

Petitioner, *Pro se*

(Sign your name here before Notary)

Petitioner's name (print or type): _____

Petitioner's Address: _____

Petitioner's Telephone Number: _____

Sworn to and affirmed before me, this
____ day of _____.

NOTARY PUBLIC

My commission expires: _____
(Notary Seal)

GEORGIA NAME CHANGE KIT

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

In re the Name Change of:

_____,
Petitioner.

Civil Action File No.: _____

NOTICE OF PETITION TO CHANGING NAME OF ADULT

I, _____ filed a petition in the Superior Court of _____ County on _____, 20____ to change his/her name from _____ to _____. Any interested party has the right to appear in this case and file objections within 30 days after the Petition was filed.

Signed this _____ day of _____.
[day] [month] [year]

Petitioner, *Pro se*

(Sign your name here before Notary)

Petitioner's name (print or type): _____

Petitioner's Address: _____

Petitioner's Telephone Number: _____

Sworn to and affirmed before me, this
_____ day of _____.

NOTARY PUBLIC

My commission expires: _____
(Notary Seal)

GEORGIA NAME CHANGE KIT

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

In re the Name Change of:

_____,
Petitioner.

Civil Action File No.: _____

FINAL ORDER CHANGING NAME OF ADULT

This matter has come before the court on the petitioner's verified *Petition to Change Name of Adult*. It appears to the Court that the required notice has been published, and sufficient grounds exist for the requested relief.

THEREFORE, IT IS HEREBY ORDERED that the Petitioner's name shall be changed from _____
_____ to _____.

This order entered on _____ day of _____, 20____.

JUDGE, Superior Court

Judicial Circuit



www.sparkrj.org