

INSTRUCTION SHEET FOR CHANGING THE NAME OF A MINOR CHILD

The forms presented in this packet are designed to guide you in the preparation of change of name of a minor child. You must fill in the required information as it applies to your situation. Your papers should remain in the same order as they appear in this packet.

You should type in every blank line EXCEPT for the civil action file number blanks and the lines provided for signatures. Make sure that everything is signed.

The Judges, Judicial Staff Attorneys, the Clerk of Court, the Deputy Clerks, or other Court personnel, ARE NOT allowed to answer any questions concerning the preparation of these forms. State Law O.C.G.A. §15-19-51 prohibits Court Personnel from giving legal advice. Different situations may require special procedures and courthouse personnel cannot advise you on how to proceed or what forms may be necessary in specific situations. The only person allowed to help you in the preparation of these forms is a licensed attorney hired to represent you. Please consult an attorney if you have questions about the procedure or what action is best for you to take.

Remember, you must fully complete the forms and follow all instructions before the Judge will be able to grant your change of name. **Incomplete forms, as well as forms that are improperly filled out, may delay the grant of your change of name.** Make sure that you take time to read over all the forms, and understand what is being asked of you in each situation.

Georgia Law which governs changes of name: O.C.G.A. § 19-12-1.

**IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA**

In Re: _____

Minor Child(ren)

)
)
)
)
)
)
)

Civil Action

File No. _____

PETITION TO CHANGE NAMES OF MINOR CHILD(REN)

Petitioner, _____, files this Petition and Shows the following:

1.

Petitioner is a resident of _____ County, Georgia.

2.

The child(ren), _____ (name(s))
reside(s) in _____ County, Georgia.

3.

The child(ren)'s date(s) of birth: _____

Sex: _____

4.

Petitioner is the child(ren)'s _____ (identify
relationship with child(ren)).

5.

Petitioner desires to change the name(s) of said minor child(ren) from
_____ to _____ and from
_____ to _____

6.

The reasons for such change in name(s) are as follows:

7.

The natural parents of said child(ren) are:

Mother's Name:

Address:

Father's Name:

Address:

8.

(Choose one)

☐ a) The written consent of the other parent to such name change is attached hereto as Exhibit A.

☐ b) The ☐ mother or ☐ father of the minor child may be served at his/her address at: _____

WHEREFORE, Petitioner respectfully prays for the following:

- (a) _____ to be appointed as guardian ad litem,
if necessary;
- (b) _____ Personal service on parents and guardians (when appropriate).
[OR]
- (c) _____ Service by certified mail on parents or guardians (when
appropriate);
- (d) That the name of _____ be changed to
_____;
- (e) That the name of _____ be changed to
_____;
- (f) And such other relief as the Court deems necessary and proper.

Respectfully submitted, this _____ day of _____, 20_____.

_____,
Petitioner *pro se*

Petitioner's Address

Petitioner's Telephone Number

Petitioner's Email Address

**IN THE SUPERIOR COURT OF HOUSTON COUNTY
STATE OF GEORGIA**

)	
)	
In Re: _____,)	
)	
Minor Child(ren))	Civil Action File No. _____
)	
)	

VERIFICATION

Personally appeared before me the undersigned who on oath states that the facts set forth in this Complaint are true and correct to the best of his/her knowledge and belief.

_____, Plaintiff
pro se

Sworn and subscribed before me
This _____ day of _____, 20_____.

Notary Public, State of Georgia

My Commission Expires_____.

)
)
)
 In Re: _____,)
)
 Minor Child(ren)) Civil Action File No. _____
)

The undersigned _____ and _____ are the natural parents of _____, minor child(ren). We have been advised that _____ is filing a petition in the Superior Court of _____ County, Georgia, seeking to change the name of _____ to _____, and of _____ to _____.

The undersigned have been advised of the reasons for said name change(s) and the undersigned hereby consent to the filing of said Petition and to the aforesaid change of names.

Sworn to and subscribed before me
this _____ day of _____, 20____.

Sworn to and subscribed before me
this _____ day of _____, 20____.

My Commission Expires: _____

**IN THE SUPERIOR COURT OF HOUSTON COUNTY
STATE OF GEORGIA**

)	
)	
In Re: _____,)	
)	
Minor Child(ren))	Civil Action File No. _____
)	
)	

NOTICE OF PETITION TO CHANGE NAME

GEORGIA, _____ County

Notice is hereby given that _____,
the undersigned, filed this petition to the Superior Court of _____ County,
Georgia on the _____ day of _____, 20____, praying for a change in the
name of minor child(ren) from _____
to _____, and from _____
to _____.

Notice is hereby given pursuant to law to any interested or affected party to appear in
said Court and to file objections to such name change. Objections must be filed with said
Court within 30 days of the filing of said petition.

This _____ day of _____, 20_____.

Petitioner *pro se*

**IN THE SUPERIOR COURT OF HOUSTON COUNTY
STATE OF GEORGIA**

)	
)	
In Re: _____,)	
)	
Minor Child(ren))	Civil Action File No. _____
)	
)	
)	

FINAL ORDER

The above and foregoing Petition to Change Name coming on to be heard pursuant to law, and it appearing that notice has been published pursuant to law and that no objections have been timely filed, and it further appearing that sufficient grounds exist for the granting of the relief prayed for in said Petition and that no reason appears showing why said prayers should not be granted, **IT IS HEREBY ORDERED**

- (a) That the name of _____, Petitioner, be changed to _____;
- (b) That the name of _____, Petitioner, be changed to _____;
- (c) That the name of _____, Petitioner, be changed to _____;
- (d) That such name change shall not operate to authorize petitioner to fraudulently deprive others of any legal rights under the law;
- (e) That _____ be appointed as guardian ad litem, if necessary.

This _____ day of _____, 20_____.

JUDGE, Superior Courts
Houston Judicial Circuit

Presented by:

Petitioner *pro se*

IN THE SUPERIOR COURT OF HOUSTON COUNTY
STATE OF GEORGIA

Petitioner: _____)

and _____)

Civil Action
File No.

Respondent: _____)

ACKNOWLEDGMENT OF SERVICE

The undersigned Respondent hereby acknowledges service of the Summons and Petition for Minor Name Change, in the above-styled case, and states that (s)he has received copies of said Summons and Petitioner, and Respondent hereby waives any and all further notice, service, and issuances of process.

This _____ day of _____ , _____ .

RESPONDENT

Respondent's Name (Print):

Address: _____

Telephone Number: _____

Email: _____

Sworn and subscribed before me, this

This _____ day of _____ , _____ .

NOTARY PUBLIC

My commission expires: