INSTRUCTIONS

NAME CHANGE PETITION FOR MINOR (UNDER THE AGE OF 18)

PLEASE PRINT CLEARLY

IT IS STRONGLY RECOMMENDED THAT YOU CONSULT AN ATTORNEY

DISCLAIMER

THE SELF HELP CENTER STAFF AND THE STAFF IN ANY COURT OFFICE ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE. THE INFORMATION IN THIS PACKET IS NOT A SUBSTITUTE FOR PROFESSIONAL LEGAL ADVICE. THE COURT ASSUMES NO RESPONSIBILITY AND ACCEPTS NO LIABILITY FOR ACTIONS TAKEN BY USERS OF THESE DOCUMENTS, INCLUDING RELIANCE ON THEIR CONTENTS. IF YOU WANT TO OBTAIN THE SERVICES OF AN ATTORNEY BUT DO NOT KNOW WHOM TO CONTACT, YOU MAY CALL THE DAUPHIN COUNTY LAWYER REFERRAL SERVICE AT (717) 232-7536.

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PETITION FOR A NAME CHANGE FOR A MINOR UNDER THE AGE OF 18

IF YOU ARE 18 YEARS OF AGE OR OLDER, DO NOT USE THESE FORMS AND INSTRUCTIONS. USE THE FORMS AND INSTRUCTIONS FOR AN ADULT NAME CHANGE.

PLEASE NOTE: YOU MUST RESIDE IN DAUPHIN COUNTY IN ORDER TO FILE A PETITION FOR A NAME CHANGE IN DAUPHIN COUNTY.

The Notice of Rights, Court Order with Notice of Language Rights, Petition (including Verification and Certification), Entry of Appearance as a Self-Represented Party, Confidential Information Form, and Decree must be prepared using the blank forms attached. **If you print out the packet from the Self Help Center page of the Dauphin County website, the Confidential Information Form and the Confidential Information Form Abuse Victim Addendum are not included. You must print out these forms in accordance with the instructions appearing on the webpage.**

There are six (6) documents in the packet of forms:

1) NOTICE OF RIGHTS

At the top of the Notice of Rights you will complete the caption. Enter the name of the parent(s) or guardian(s) and the initials of the minor child. Do not use the name of the minor child. (If you are petitioning to change the name of your minor child, you are the Petitioner on behalf of your minor child.) You will receive a case number when you file the forms with the Prothonotary's Office.

2) COURT ORDER

At the top of the Order you will complete the caption. Enter the name of the parent(s) or guardian(s) and the initials of the minor child. Do not use the name of the minor child. (If you are petitioning to change the name of your minor child, you are the Petitioner on behalf of your minor child.) You will receive a case number when you file the forms with the Prothonotary's Office. Do not fill out anything under the words "Court Order." However, fill in your name and address under the word "Distribution" at the bottom of the second page of the Order. The Notice of Language Rights must be included with the Court Order.

3) PETITION FOR CHANGE OF NAME

At the top of the form, print your name, address, telephone number, and email address (if you have one).

Directly underneath you will complete the caption. Enter the name of the parent(s) or guardian(s) and the initials of the minor child. Do not use the name of the minor child. (If you are petitioning to change the name of your minor child, you are the Petitioner on behalf of your minor child.) You will receive a case number when you file the forms with the Prothonotary's Office.

Above Line 1, enter the name of the parent(s) or guardian(s) of the minor child.

LINE 1. Print the Minor Child's initials and complete address, including city, state, and zip code. Do not enter the child's present name. You will enter the present name on the Confidential Information Form and file it with the Prothonotary at the same time you file the Petition.

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LINE 2. **Enter just the year of birth for the child. Also enter the child's birth certificate number and birthplace.** You will complete the Confidential Information Form and file it with the Prothonotary at the same time you file the Petition.

LINE 3. Enter all addresses where the Minor Child has lived during the past five (5) years.

LINE 4. Enter the initials for the new name that the Minor Child desires to have. Do not enter the new name. You will enter the new name on the Confidential Information Form and file it with the Prothonotary at the same time you file the Petition.

LINE 5. List the names and addresses of each of the Minor Child's parents. Both parents' names and addresses must be listed or the petition will not be entertained.

LINE 6. Enter the reasons why you or the Minor Child wants to change his or her name.

LINE 7-8. The court will not grant a name change if that name change is harmful to the interests of another person or if the name change would defraud creditors. There is nothing to enter.

LINE 9. **You must file the Confidential Information Form at the same time you file this Petition. If you print out the packet from the Self Help Center page of the Dauphin County website, the Confidential Information Form and the Confidential Information Form Abuse Victim Addendum are not included. You must print out these forms in accordance with the instructions appearing on the webpage.**

Line 10. There is nothing to enter.

The Petitioner(s) (parent(s) or guardian(s)) filing the petition must sign the petition. **Print** the Petitioner's name under each signature.

Complete the 'Verification' and 'Certification'.

4) ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY

This form must be filed with the Prothonotary every time you change your address.

Complete the caption as you did for the scheduling order and petition.

1. There is nothing to complete.

2. Enter your address that is to be used for the mailing of court notices. Check if this is or is not your home address.

3. Enter the telephone number you can be reached from 8:00 a.m. to 4:30 p.m. Monday through Friday. If you have an email address, please enter this if you wish to be contacted by email.

4. There is nothing to complete.

5. List the other parties or attorneys and their addresses and mail a copy of this form to those listed.

6. There is nothing to complete.

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Sign and date this form after you have read the statement above the signature line and file this with the Prothonotary at the same time you file the Petition.

5) CONFIDENTIAL INFORMATION FORM

This form must be filed with the Petition to Change the Name of a Minor.

- Complete the caption as you did for the scheduling order and the petition.
- List the date of the petition for change of name.
- List the initials, the current full name of the child, and the date of birth of the child. **Write the proposed new name of the child in the space under the date of birth.**
- Sign in the space provided and list the date.
- Print your name, address, telephone number and email address in the space provided. The Confidential Information Form is sent to the other parent but is not available to the public.
- **If you print out the packet from the Self Help Center page of the Dauphin County website, the Confidential Information Form and the Confidential Information Form Abuse Victim Addendum are not included. You must print out these forms in accordance with the instructions appearing on the webpage.**

6) DECREE FOR CHANGE OF NAME

At the top of the Decree for Change of Name you will complete the caption. Enter the name of the parent(s) or guardian(s) and the initials of the minor child. Do not use the name of the minor child. (If you are petitioning to change the name of your minor child, you are the Petitioner on behalf of your minor child.) You will receive a case number when you file the forms with the Prothonotary's Office. Do not fill out anything under the words "Decree for Change of Name." The Court will complete and sign the Decree if the Court determines that the Name Change Petition should be granted. However, fill in your name and address under the word "Distribution" at the bottom of the Decree.

AFTER YOU HAVE COMPLETED ALL THE FORMS:

1. Copies: make two (2) copies of all the forms – for a total of three (3) completed petitions.

2. Filing: Take the original with the two (2) copies, and the filing fee (see Prothonotary's Fee Schedule) (payable by cash, certified check or money order made payable to Dauphin County Prothonotary) to the Prothonotary's Office – located on the first floor of the Dauphin County Courthouse Room 101, 101 Market Street, Harrisburg, PA 17101. The Prothonotary's Office is open from 8:00 a.m. – 4:30 p.m. Monday – Friday. The Prothonotary's Office will give your case a docket number and collect the fees.



BEFORE YOU FILE THIS PETITION WITH THE PROTHONOTARY, MAKE SURE YOU HAVE COMPLETED THE FOLLOWING:

☐ Notice of Rights (the caption)

☐ Court Order scheduling the hearing (the caption and distribution)

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☐ Petition for Change of Name of Minor Child

☐ Entry of Appearance as a Self-Represented Party

☐ Confidential Information Form

☐ Decree for Change of Name (the caption and distribution)

☐ Two copies made of the above documents

☐ Cash, certified check or money order made payable to Dauphin County Prothonotary

FINGERPRINTS FOR CHILDREN OVER THE AGE OF TWELVE:

If the child is over the age of twelve, fingerprints need to be taken and a background check is required. **Fingerprints are not required for children twelve years of age or younger.** If the child is over the age of twelve, after the Petition is filed, go to your local police department to have the child fingerprinted. If you do not have a local police department, go to the Pennsylvania State Police Barracks located at 8000 Bretz Drive, Harrisburg (Hours: M-TH 8:00 a.m.-12:00 p.m. 12:30 p.m. – 3:30 p.m. Tuesday extended hours 6:00 p.m. - 9:00 p.m.) and get fingerprinted. Bring the fingerprint card back to the Prothonotary's Office. The Prothonotary's Office will send the fingerprint card to the Pennsylvania State Police for a report. The Pennsylvania State Police will send a formal report to the Prothonotary's Office.

When the Pennsylvania State Police report is received by the Prothonotary's Office, the file will be sent to the Court Administrator's Office for assignment to a judge. The assigned judge will issue a scheduling order.

WHEN YOU RECEIVE THE COURT ORDER SCHEDULING THE HEARING DATE:

1. **Service on the Other Parent**: Both parents must be served with a copy of the Petition and notice of the date and time of the hearing. This means that, immediately upon receiving the Court Order scheduling the hearing, the filing parent must **send a copy of the following five (5) documents to the other parent**, totaling twelve (12) pages. The documents you must send to the other parent are numbered one (1) through twelve (12) to be sure you include all the required pages.

   (1) The Notice of Rights;
   (2) The Court Order scheduling the date and time of the hearing, including the Notice of Language Rights;
   (3) The Petition for Change of Name of Minor Child;
   (4) The Entry of Appearance as a Self-Represented Party; and
   (5) The Confidential Information Form

   You must send this packet of documents by **certified mail, restricted delivery, return receipt requested, and by regular mail.**

   If you do not receive the signed return receipt card, actually signed by the other parent, verifying such personal service, then alternate service MUST be made by personal, in-hand service by the Sheriff or other person legally authorized in a foreign jurisdiction to make lawful service of process.

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If the other parent is located in a foreign country, you should consult legal counsel to assure that proof of the service of the required documents upon the other parent in such foreign jurisdiction will be accepted by the Court.

PROOF THAT THE OTHER PARENT RECEIVED THE ABOVE DOCUMENTS MUST BE PROVIDED TO THE JUDGE AT THE HEARING IF THE OTHER PARENT DOES NOT ATTEND THE HEARING.

If you are the victim of abuse AND have an active Protection From Abuse order wherein your address is confidential from the other parent, call Court Administration at (717) 780-6630 if there are concerns with the other parent getting notice. It is strongly suggested that you consult legal counsel for assistance with this matter.

If the other parent is deceased, then legal proof (Death Certificate) of such death will be required.

2. **Publication**: you must publish the hearing date and time in **both** a newspaper of general circulation in Dauphin County **and** the Dauphin County Reporter, unless the Court directs otherwise. The Dauphin County Reporter is the designated legal periodical for Dauphin County. Contact the Dauphin County Bar Association at (717) 232-7536 for information on publishing in the Dauphin County Reporter. Please note that the **DEADLINE** for advertising in the Dauphin County Reporter is 12:00 noon on Tuesday for publication on Friday. **Certified proof of publication must be brought to the hearing.**

3. **Prothonotary Certification**: An official search of the proper offices of any county where the child has resided within the past five (5) years must be conducted. **No more than 48 hours prior to your hearing**, proper certification is required from the Dauphin County Prothonotary's Office verifying that there are no judgments, decrees of record or any other of like character against the child. If the child has resided in another county in this Commonwealth or any foreign jurisdiction, the official search in that jurisdiction can be done at any time between the filing of the name change petition and the hearing date. The Prothonotary's Office will complete a certification form after the search has been completed **for a fee**.

ON THE DAY OF YOUR HEARING, YOU MUST BRING TO COURT:

1. **Proof of Service on the Other Parent**, if the other parent is not at the hearing. You must bring the signed return receipt card OR certification of service by the Sheriff.

2. **Proof of Publication** in the Dauphin County Reporter AND a newspaper of general circulation in Dauphin County; and

3. **Signed Certification of a Name Search** from the Prothonotary's Office in each county where the child has resided for the last five (5) years.

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BEFORE YOU COME INTO THE COURTROOM FOR THE NAME CHANGE HEARING, MAKE SURE YOU HAVE THE FOLLOWING DOCUMENTS:

☐ Proof of Service on the Other Parent

☐ Proof of Publication in the Dauphin County Reporter

☐ Proof of Publication in a newspaper of general circulation in Dauphin County

☐ Signed Certification of a Name Search from the Prothonotary's Office in each county where the child has resided for the last five (5) years

If the Court determines at the hearing that all of the requirements of the name change statute have been met, the Court may order the name change. You will receive a certified copy of the order from the Prothonotary's Office after you **pay the required fee** to the Prothonotary's Office.

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FORMS

NAME CHANGE PETITION FOR MINOR UNDER THE AGE OF 18

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Revised 5-22-2024
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IN RE: NAME CHANGE OF	:	**IN THE COURT OF COMMON PLEAS**
	:	**DAUPHIN COUNTY, PENNSYLVANIA**
_____	:	
Name of Petitioner(s) [Parent(s) or Guardian(s) of Minor Child], on behalf of Minor Child	:	
	:	**NO. _____ CV _____ NC**
_____	:	
INITIALS OF MINOR CHILD (DO NOT WRITE THE CHILD'S NAME)	:	

NOTICE OF RIGHTS

A PETITION HAS BEEN FILED WITH THE COURT TO CHANGE THE NAME OF YOUR MINOR CHILD. IF YOU OPPOSE THE NAME CHANGE, YOU MUST APPEAR AT THE DAUPHIN COUNTY COURTHOUSE AT THE TIME AND PLACE LISTED IN THE ATTACHED COURT ORDER. YOU ARE WARNED THAT IF YOU FAIL TO DO SO THE CASE MAY PROCEED WITHOUT YOU AND THE NAME OF YOUR CHILD MAY BE CHANGED WITHOUT FURTHER NOTICE.

***THERE ARE TWELVE (12) PAGES IN THIS DOCUMENT, INCLUDING THE CONFIDENTIAL INFORMATION FORM. BE SURE YOU HAVE ALL TWELVE (12) PAGES.**

IF YOU ARE UNABLE TO ATTEND THE HEARING DUE TO EXTRAORDINARY AND COMPELLING CIRCUMSTANCES, A PROPER WRITTEN OBJECTION TO THE NAME CHANGE MUST BE FILED WITH THE COURT. THE OBJECTION SHOULD BE MAILED TO THE OFFICE OF THE PROTHONOTARY, 1ST FLOOR, DAUPHIN COUNTY COURTHOUSE, 101 MARKET STREET, HARRISBURG, PA 17101.

IF ANY PARTY TO THIS NAME CHANGE MATTER IS INCARCERATED, PLEASE CONTACT THE COURT ADMINISTRATOR'S OFFICE AT (717) 780-6643 OR BY MAIL AT 3RD FLOOR, DAUPHIN COUNTY COURTHOUSE, 101 MARKET STREET, HARRISBURG, PA 17101. THE ASSIGNED JUDGE WILL MAKE REASONABLE EFFORTS TO ARRANGE FOR THE INCARCERATED PARTY TO PARTICIPATE BY TELEPHONE OR VIDEO CONFERENCE.

IF ANY PARTY NEEDS AN INTERPRETER AT THE NAME CHANGE HEARING, PLEASE CONTACT THE COURT ADMINISTRATOR'S OFFICE AT (717) 780-6640 AS SOON AS POSSIBLE OR EMAIL THE REQUEST TO InterpreterRequest@dauphincounty.gov. IT TAKES A MINIMUM OF FIVE DAYS TO SCHEDULE AN INTERPRETER AND FAILURE TO MAKE A TIMELY REQUEST COULD DELAY THE PROCEEDINGS. SEE NOTICE OF LANGUAGE RIGHTS.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE.

IF YOU DO NOT HAVE A LAWYER AND WANT A LAWYER TO REPRESENT YOU, CONTACT MIDPENN LEGAL SERVICES AT (717) 232-0581 TO OBTAIN LEGAL REPRESENTATION OR REFERRAL TO THE DAUPHIN COUNTY BAR ASSOCIATION LAWYER REFERRAL.

AMERICANS WITH DISABILITIES ACT OF 1990

The Court of Common Pleas of Dauphin County is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals having business before the court, please contact the Court Administrator's Office at (717) 780-6635. All arrangements must be made at least 72 hours prior to any hearing or conference.

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IN RE: NAME CHANGE OF	:	**IN THE COURT OF COMMON PLEAS**
	:	**DAUPHIN COUNTY, PENNSYLVANIA**
_____	:	
Name of Petitioner(s) [Parent(s) or Guardian(s) of Minor Child], on behalf of Minor Child	:	
	:	**NO. _____ CV _____ NC**
_____	:	
INITIALS OF MINOR CHILD (DO NOT WRITE THE CHILD'S NAME)	:	

COURT ORDER

AND NOW, this _____ day of _____, 20_____, it is hereby ordered that the Hearing for the above-captioned name change matter is scheduled for **_____, 20_____** at **_____ a.m./p.m**. **in Courtroom No. _____, Dauphin County Courthouse, 101 Market Street, Harrisburg, PA.**

YOU (PETITIONER) MUST READ THIS ENTIRE ORDER AND COMPLY WITH ALL OF THE FOLLOWING REQUIREMENTS.

IT IS FURTHER ORDERED THAT:

1. You (Petitioner) must publish Notice of the Hearing by one (1) publication in **both** the *Dauphin County Reporter* **AND** in a newspaper of general circulation in Dauphin County, Pennsylvania. This Notice of the Hearing must clearly reflect that you (Petitioner) are a parent (or legally authorized Guardian) seeking to change the present name of the Minor Child from _____ to the new name of _____. Such publication by You (the Petitioner) shall take place **at least two** (2) weeks **prior** to the Hearing. You (Petitioner) should **immediately** contact a newspaper of general circulation in Dauphin County and the Dauphin County Reporter at bridgette@dcba-pa.org upon receipt of this Order to publish such Notice. The deadline for advertising in the Dauphin County Reporter is 12:00 noon on Tuesday for publication on Friday. **You (Petitioner) MUST submit written proofs of publications at the Hearing**; **AND**

2. No more than 48 hours **prior** to the scheduled Hearing date, You (Petitioner) must obtain a Proper Certification from the Dauphin County Prothonotary's Office or similar public office of any other county where the Minor Child has lived within the past five years[1], verifying that there are no judgments, decrees of record or any other public records of like character filed

[1] In any instance in which a certification is required from another county in this Commonwealth or any foreign jurisdiction, the date of such certification shall be subsequent to the date of the original petition filed in this Court.

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against the Minor Child. **You (Petitioner) must bring that Certification(s) to the Hearing; AND**

3. You (Petitioner) are directed to send: (1) a copy of the Notice of Rights; (2) a copy of this Order; (3) a copy of the original Petition; (4) a copy of the Entry of Appearance to the other parent; and (5) a copy of the Confidential Information Form **immediately** by **certified mail, restricted delivery, return receipt requested, if such service is to be accomplished within any State of the United States of America or any of its Territories**. **IF THE OTHER PARENT DOES NOT ATTEND THE HEARING, THEN YOU (PETITIONER) MUST PRESENT PROOF THAT THE OTHER PARENT ACTUALLY AND PERSONALLY RECEIVED A COPY OF THE PETITION AND NOTIFICATION OF THE NAME CHANGE HEARING, AND SUCH PROOF MUST BE SUBMITTED TO THE COURT AT THE HEARING.** In the event You (Petitioner) do not receive the signed return receipt card, **actually signed by such other parent**, verifying such personal service, then alternate service **MUST** be made by personal, in-hand service by the Sheriff or other person legally authorized in a foreign jurisdiction to make lawful service of process. No Hearing will be held until the Court is positively assured that actual personal service was accomplished upon the other parent, and that such other parent has had an opportunity to attend such Hearing; or has not filed a proper, written Objection with the Court to such name change if they are unable to attend the Hearing due to extraordinary and compelling circumstances. If the parent is located in a foreign country, You (Petitioner) should consult legal counsel to assure that proof of the service of the required documents upon the other parent in such foreign jurisdiction will be accepted by the Court. Likewise, if the other parent is deceased, then legal proof (Death Certificate) of such death will be required.

BY THE COURT:

_____
Judge

***Distribution*:**

_____
(Petitioner's Name & Address)

Court Administration
Judge's Chambers

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Notice of Language Rights



Language Access Coordinator
Dauphin County Court of Common Pleas
101 Market Street, 3rd Floor Court Administrator's Office
Harrisburg, PA 17101
interpreterrequest@dauphincounty.gov / (717) 780-6640

English: You have the right to an interpreter at no cost to you. To request an interpreter, please inform court staff using the contact information provided at the top of this notice.

Spanish/Español: Usted tiene derecho a un intérprete libre de costo. Para solicitar un intérprete favor de informárselo al personal judicial utilizando la información provista en la parte superior de este aviso.

Mandarin/Cantonese Simplified Chinese/普通话/粤语简体中文: 您有权获得免费的口译员服务。若需要口译员，请使用本通知上方提供的联系信息通知法院工作人员。

Mandarin/Cantonese Traditional Chinese/普通話/廣東話繁體中文: 您有權要求免費傳譯服務。如欲要求傳譯服務，請參閱本通知頂部的聯絡資料，通知法庭職員。

Arabic/العربية : يحق لك الحصول على مترجم دون دفع أي تكلفة من جانبك. لطلب مترجم، يُرجى إعلام موظفي المحكمة باستخدام معلومات الاتصال المقدمة في الجزء العلوي من هذا الإشعار.

Russian/Русский: У вас есть право на бесплатные услуги переводчика. Заявка на переводчика подается в суд по адресу, телефону или эл. почте, указанным выше в заголовке этого уведомления.

Vietnamese/Tiếng Việt: Quý vị có quyền được một thông dịch viên giúp mà không tốn chi phí nào cả, xin hãy báo cho nhân viên tòa án dùng thông tin liên lạc có ở trên đầu thông báo này.

Nepali/नेपाली: तपाईंको निःशुल्क रूपमा भाषा अनुवादक राख्न पाउने अधिकार छ। अनुवादकको लागि अनुरोध गर्न, यस सूचनाको माथि दिइएको सम्पर्क जानकारी भरेर अदालतका कर्मचारीहरूलाई जानकारी दिनुहोस्।

Korean/한국어: 귀하는 비용에 대한 부담 없이 통역 서비스를 받을 권리가 있습니다. 통역 서비스를 요청하려면 본 통지서의 상단에 기재된 연락처를 통해 법원 직원에게 알리십시오.

Polish/Polski: Ma Pan/Pani prawo do nieodpłatnego skorzystania z usług tłumacza ustnego. Aby zwrócić się o wsparcie ze strony tłumacza ustnego, proszę skontaktować się z pracownikami sądu, korzystając z danych znajdujących się w górnej części niniejszego dokumentu.

Punjabi/ پنجابی /Pakistan: تہاڈے کول بغیر ادائیگی کیتیاں اک مترجم حاصل کرن دا حق اے۔ مترجم دی درخواست کرن لئی، میربانی کر کے ایس نوٹس دے اُوتے فراہم کیتیاں رابطے دیاں معلومات نوں ورتدیاں عدالت دے عملے نوں اطلاع دوو۔

Punjabi/ ਪੰਜਾਬੀ /India: ਤੁਹਾਨੂੰ ਇਕ ਦੁਭਾਸ਼ੀਆ ਹਾਸਲ ਕਰਨ ਦਾ ਹੱਕ ਹੈ, ਜਿਸ ਦੀ ਤੁਹਾਨੂੰ ਕੋਈ ਲਾਗਤ ਨਹੀਂ ਲੱਗੇਗੀ। ਦੁਭਾਸ਼ੀਏ ਲਈ ਬੇਨਤੀ ਕਰਨ ਵਾਸਤੇ, ਕਿਰਪਾ ਕਰ ਕੇ ਅਦਾਲਤ ਦੇ ਅਮਲੇ ਨੂੰ ਜਾਣੂ ਕਰਵਾਓ ਤੇ ਇਸ ਲਈ ਇਸ ਨੋਟਿਸ ਦੇ ਸਿਖਰ ਉਤੇ ਦਿੱਤੀ ਸੰਪਰਕ ਜਾਣਕਾਰੀ ਦਾ ਇਸਤੇਮਾਲ ਕਰੋ।

Portuguese/Português: Você tem direito a um intérprete gratuitamente. Para solicitar um intérprete, informe à nossa equipe usando os dados de contato mostrados na parte superior deste aviso.

Somali/Somaali: Waxaad xaq u leedahay in lagu turjumo lacag la'aan ah. Si aad u codsato turjumaanka, fadlan u sheeg maxkamadda shaqaalaha adiga oo isticmaala macluumaadka ciwaanka kor lagu siiyay ee ogeysiiskaan.

Haitian Creole/Kreyòl Ayisyen: Ou gen dwa resevwa sèvis yon entèprèt gratis. Pou mande pou yon entèprèt, tanpri fè manm pèsonèl tribinal la konnen lè ou sèvi avèk enfòmasyon an yo te bay ou nan tèt avi sa a.

French/Français : Vous avez le droit de bénéficier gratuitement de l'assistance d'un interprète. Pour en faire la demande, veuillez en informer le personnel du tribunal à l'aide des coordonnées indiquées en haut de page.

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Name: _____
Name of Petitioner(s) [Parent(s) or Guardian(s) of Minor Child]

Address: _____

City: _____, PA Zip: _____

Phone: _____

Email: _____

IN RE: NAME CHANGE OF	:	**IN THE COURT OF COMMON PLEAS**
	:	**DAUPHIN COUNTY, PENNSYLVANIA**
_____	:	
Name of Petitioner(s) [Parent(s) or Guardian(s) of Minor Child], on behalf of Minor Child	:	
	:	**NO. _____ CV _____ NC**
_____	:	
INITIALS OF MINOR CHILD (DO NOT WRITE THE CHILD'S NAME)	:	

PETITION FOR CHANGE OF NAME OF MINOR CHILD

TO THE HONORABLE JUDGES OF SAID COURT:

The Petition of _____ represents:
Name of Petitioner(s) [Parent(s) or Guardian(s) of Minor Child]

1. Minor Child's **initials** are _____ (See Confidential Information Form for complete name of minor child) and the minor child resides at

_____.
(Complete Address of Minor Child)

2. Minor Child's **year** of birth is _____. Minor Child's birth certificate number is _____ and was born at _____.

(See Confidential Information Form for complete date of birth.)

3. Minor Child has resided at the following addresses for the five (5) years previous to the filing of this Petition:

_____
(Complete Addresses of All Places Minor Child has Resided in the Past Five (5) Years)

_____

_____

_____

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4. Minor Child desires and intends to change his/her name to: _____(**USE INITIALS**)
(**DO NOT WRITE THE CHILD'S PROPOSED NEW NAME**)

(Write the child's proposed new name on the Confidential Information Form in the space under the child's date of birth.)

5. Please state the names and addresses of the minor child's mother **and** father:

Mother:_____
(List the Name and Complete Address of the Child's Mother)

_____

_____

Father :_____
(List the Name and Complete Address of the Child's Father)

_____

_____

6. Petitioner or Minor Child provides the following reasons for this request:

_____
(State In Detail the Reason Why You or the Minor Child Wants to Change the Minor Child's Name)

_____

_____

_____

_____

7. The proposed change in Minor Child's name, if granted, will not be detrimental to the interests of any other person and is not against public interest.

8. The Petition is not filed to defraud creditors.

9. **I have filed a completed Confidential Information Form with this Petition.**

10. WHEREFORE, Petitioner(s) on Behalf of Minor Child requests the Court, pursuant to the Act of December 16, 1982, P.L. 1309, No. 295 § 2, 54 Pa.C.S. § 701, for the following:

a. to fix a hearing on this Petition;

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b. to direct that notice be given on this Petition and hearing; and

c. to enter a decree changing the Minor Child's Name.

_____
SIGNATURE OF PETITIONER

_____
Print Name of Petitioner

_____
SIGNATURE OF PETITIONER

_____
Print Name of Petitioner

VERIFICATION

I/we, _____, verify that the facts
Name of Petitioner(s) [Parent(s) or Guardian(s) of Minor Child]

set forth in the PETITION FOR CHANGE OF NAME are true and correct to the best of my/our knowledge, information and belief. I/we understand that the statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

_____
Date

_____
SIGNATURE OF PETITIONER

_____
Print Name of Petitioner

_____
SIGNATURE OF PETITIONER

_____
Print Name of Petitioner

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CERTIFICATION

I/we, _____, certify that this filing complies with
Name of Petitioner(s) [Parent(s) or Guardian(s) of Minor Child]

the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Date _____

_____
SIGNATURE OF PETITIONER

_____
Print Name of Petitioner

_____
SIGNATURE OF PETITIONER

_____
Print Name of Petitioner



BEFORE YOU FILE THIS NAME CHANGE PETITION ON BEHALF OF A MINOR CHILD WITH THE PROTHONOTARY, MAKE SURE YOU HAVE ALSO COMPLETED THE FOLLOWING FORMS:

- Notice of Rights (the caption)
- Court Order scheduling the hearing (the caption and distribution)
- Entry of Appearance as a Self-Represented Party
- Decree for Change of Name (the caption and distribution)
- Confidential Information Form

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IN RE: NAME CHANGE OF	:	**IN THE COURT OF COMMON PLEAS**
	:	**DAUPHIN COUNTY, PENNSYLVANIA**
_____	:	
Name of Petitioner(s) [Parent(s) or Guardian(s) of Minor Child], on behalf of Minor Child	:	
	:	**NO. _____ CV _____ NC**
_____	:	
INITIALS OF MINOR CHILD (DO NOT WRITE THE CHILD'S NAME)	:	

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY
In MINOR NAME CHANGE

1. I am the Petitioner in the above-captioned case and have chosen to represent myself.

2. My complete address for the purpose of this case and for serving me with all future pleadings and other legal notices is:

   _____

   I understand that this address will be the only address to which notices and pleadings in this case will be sent, and that I am responsible to regularly check my mail at this address to ensure that I know of important deadlines or scheduled proceedings.

   ☐ This is my home address. ☐ This is not my home address.

3. My telephone number where I can be reached during normal business hours (8:00 a.m. – 4:30 p.m. Monday – Friday) is _____. My email address is _____.

   ☐ My telephone number and email address are confidential pursuant to a Protection From Abuse Order.

4. **I UNDERSTAND I MUST FILE A NEW FORM EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.**

5. I certify that I have provided a copy of this form to the other parent of the minor child or his/her attorney at the following address:

   Name: _____

   Complete Address: _____

6. I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the statutory law, evidence law, Local and State Rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet those responsibilities.

   I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities which could result in a fine and/or prison term.

   I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

_____ _____

Date Signature

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IN RE: NAME CHANGE OF	:	**IN THE COURT OF COMMON PLEAS**
	:	**DAUPHIN COUNTY, PENNSYLVANIA**
_____	:	
Name of Petitioner(s) [Parent(s) or Guardian(s) of Minor Child] ,	:	
on behalf of Minor Child	:	
	:	**NO. _____ CV _____ NC**
_____	:	
INITIALS OF MINOR CHILD (DO NOT WRITE THE CHILD'S NAME)	:	

DECREE FOR CHANGE OF NAME

AND NOW, this _____ day of _____ 20___, following a hearing on _____ before this Court, and it having been determined that the requirements of 54 Pa.C.S.A. § 701 have been satisfied, it is hereby ORDERED and DECREED that the name of the Minor Child, _____ whose year of birth is _____ and place of birth is _____ is hereby changed to _____ and that Minor Child, from this date forward, shall exclusively use and be known by the name of _____.

BY THE COURT:

_____
JUDGE

DISTRIBUTION:

_____
(Petitioner's Name & Address)

_____
(Petitioner's Name & Address)

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