

# LEGAL NAME CHANGE FOR A MINOR CHILD

**IT IS STRONGLY RECOMMENDED THAT  
YOU CONSULT AN ATTORNEY**

## DISCLAIMER

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 BUCKS COUNTY LAWYER REFERRAL SERVICE AT 1-888-991-9922.

## **GENERAL INFORMATION**

YOU (PETITIONER) MUST READ THE FOLLOWING AND COMPLY WITH **ALL** OF THE FOLLOWING REQUIREMENTS

- It is **STRONGLY ENCOURAGED** to PRINT clearly when completing this packet to avoid delay of Hearing and to ensure proper spelling of Final Order. Please check the Fee Schedule for the current filing fee. Acceptable methods of payment -Cash, Check, Money Order or Credit Card (We do not accept American Express or Debit)
- If you are filing a name change for more than one child, it may be filed on one petition, but a separate Decree for Name Change must be completed for each child.
- Fully complete packet and bring the original along with one copy if the child is under 13 years old. If the child is 13 years or older you would bring the original along with two copies of the packet.
- If the minor child is 13 years of age or older, the child must have finger prints taken by the police department that serves the city, borough or township where you reside. You may go to the Pennsylvania State Police barracks for this purpose only if your municipality is not served by your local police department.
- The Prothonotary will forward the original petition/order to the Court to schedule a hearing. The hearing will not be scheduled in fewer than 45 days to allow for publication.
- After you receive the information on your hearing date and time, you must publish the notice of hearing in the Bucks County Law Reporter and another newspaper of general publication. **It is strongly recommended that you contact these publications as soon as you get your hearing notice. Failure to do so in a timely manner may result in your Name Change being delayed.**
- No more than 48 hours prior to your hearing, you must have signed certifications of a name search from the Clerk of Courts and the Recorder of Deeds. \*\*\*Bucks County Prothonotary does its own search and provides them to the court.

\*If the child has lived anywhere else besides Bucks County in the last five years then you will be responsible for also obtaining signed certifications of name search from their Prothonotary, Clerk of Courts and Recorder of Deeds. You may need to hire someone who is bonded to do this search in some counties.

- On the day of your hearing, you must have the proof of publication and signed certifications of a name search from the Clerk of Courts and the Recorder of Deeds Office.

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY, PENNSYLVANIA  
CIVIL ACTION – LAW

IN RE: CHANGE OF NAME OF \_\_\_\_\_ : NO.

\_\_\_\_\_  
MINOR

\_\_\_\_\_  
PARENT/NATURAL GUARDIAN

\_\_\_\_\_  
PARENT/NATURAL GUARDIAN

:

**ORDER**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon consideration of the Petition for Name Change, it is **ORDERED** and **DIRECTED** that a hearing is fixed for the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in Courtroom No. \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m., in the Bucks County Justice Center, 100 North Main Street, Doylestown, Pennsylvania.

Petitioner shall publish notice of the filing of the petition and the date and time of hearing in two newspapers of general circulation in the County, one of which shall be *The Bucks County Law Reporter*. The required notice shall be published one time in each newspaper, at least ten days prior to the date set for hearing, with proof of said publication being provided at the time of hearing.

Further, petitioner shall present at the time of hearing certifications from the Bucks County Prothonotary, Clerk of Courts and Recorder of Deeds that there are no judgments, decrees or other matters of record outstanding against the petitioner. Similar certifications shall be presented regarding any other county in which the petitioner has resided within five years prior to filing the petition. This requirement may be satisfied by a certificate given by a corporation authorized by law to make such searches.

BY THE COURT:

\_\_\_\_\_  
J.

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY, PENNSYLVANIA  
CIVIL ACTION – LAW

IN RE: CHANGE OF NAME OF \_\_\_\_\_ : NO.

\_\_\_\_\_  
MINOR

\_\_\_\_\_  
PARENT/NATURAL GUARDIAN

\_\_\_\_\_  
PARENT/NATURAL GUARDIAN

**DECREE FOR CHANGE OF NAME**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, on hearing of the within Petition and on motion of \_\_\_\_\_, and on presentation of proof of publication of notice as required by law together with proof that there are no judgments or decrees of record or any other matter of like effect against the petitioner, and it appearing that there is no legal objection to the granting of the prayer of the petition,

IT IS ORDERED AND DECREED that the name of \_\_\_\_\_, date of birth \_\_\_\_\_, place of birth \_\_\_\_\_ shall be and is hereby changed to \_\_\_\_\_.

BY THE COURT:

\_\_\_\_\_  
J.

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY, PENNSYLVANIA  
CIVIL ACTION – LAW

IN RE: CHANGE OF NAME OF \_\_\_\_\_ : NO.

\_\_\_\_\_  
MINOR

\_\_\_\_\_  
PARENT/NATURAL GUARDIAN

\_\_\_\_\_  
PARENT/NATURAL GUARDIAN

**PETITION FOR CHANGE OF NAME**

TO THE HONORABLE, THE JUDGE OF SAID COURT:

The Petitioner \_\_\_\_\_, requests that this Court order a change of name for \_\_\_\_\_, a minor child and in support thereof represents as follows:

1. The Parent/Natural Guardian is \_\_\_\_\_ and residing at \_\_\_\_\_.

The Parent/Natural Guardian is \_\_\_\_\_ and residing at \_\_\_\_\_.

The Minor is \_\_\_\_\_, with a date of birth of \_\_\_\_\_ and residing at \_\_\_\_\_.

2. That Minor has resided at the following address(es) during the five years preceding the filing of this Petition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The Petitioner desires to change the Minor's name for the following reason(s):

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4. That there are no judgments or decrees of like character of record against the Minor.

5. The Minor has not been convicted of any felonies.

WHEREFORE, Petitioner requests the Court, pursuant to the Act of December 16, 1982, P.L. 1309, No. 295, § 2, 54 Pa. Cons. Stat. Ann. § 702, for the following:

- a. To fix a hearing on this Petition;
- b. To direct that notice be given on this Petition and hearing: and
- c. To enter a decree changing the Minor's name from \_\_\_\_\_ to

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Respectfully submitted,

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Parent/Natural Guardian

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Parent/Natural Guardian

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY, PENNSYLVANIA  
CIVIL ACTION – LAW

IN RE: CHANGE OF NAME OF \_\_\_\_\_ : NO.

\_\_\_\_\_  
MINOR

\_\_\_\_\_  
PARENT/NATURAL GUARDIAN

\_\_\_\_\_  
PARENT/NATURAL GUARDIAN

**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 the 18 Pa. C.S. §4904 relating to unsworn falsifications to authorities.

\_\_\_\_\_  
Petitioner – Signature

\_\_\_\_\_  
Petitioner – Signature

Date: \_\_\_\_\_

## **CERTIFICATE OF COMPLIANCE**

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

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Attorney No. (if applicable): \_\_\_\_\_



# BUCKS COUNTY LAW REPORTER

135 East State Street, P.O. Box 300  
Doylestown, PA 18901 / (215) 348-9413

## CHANGE OF NAME

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY  
CIVIL ACTION -- LAW NO. \_\_\_\_\_

NOTICE IS HEREBY GIVEN that the Petition for the Change of Name has been filed in the above-named Court, praying for a Decree to change the name(s) of

\_\_\_\_\_ to \_\_\_\_\_.

The Court has fixed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ (am/pm) in Court Room No. \_\_\_\_\_, Bucks County Justice Center at 100 North Main Street Doylestown, PA, as the time and place for the hearing of said Petitioner, when and where all persons interested may appear and show cause, if any they have, why the prayer of said Petition should not be granted.

List name & address of attorney (if applicable). Solicitor(s): \_\_\_\_\_

### Send proof of publication to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

The cost to publish a change of name 1 time is \$105.00 - (includes proof of publication). If you are required to advertise 2 times, the cost is \$135.00 - (includes proof of publication). PLEASE SEND PAYMENT WITH COMPLETED FORM. Please make your check payable to the Bucks County Law Reporter.

**Please note: All legal notices must be submitted in typewritten or legible handwritten form and are published exactly as submitted by the advertiser. Neither the Law Reporter nor the printer will assume responsibility to edit, make spelling corrections, eliminate errors in grammar or make any changes in content.**



## COUNTY OF BUCKS

**Daniel J. McPhillips**  
Recorder of Deeds

**Suzanne McCracken**  
Second Deputy

**Grace Deon**  
Solicitor

**RECORDER OF DEEDS**  
55 East Court Street  
Doylestown, PA 18901  
215-348-6209  
[www.buckscounty.gov](http://www.buckscounty.gov)

### **NAME SEARCH REQUIREMENTS**

Prior to your court hearing please contact our office at 215-348-6209 or email us at [RecorderDeeds@buckscounty.org](mailto:RecorderDeeds@buckscounty.org) as soon as you receive your court hearing date. We will need a copy of your court order to process the name search certificate.

The morning of your court hearing come to our office in the Administration Building, 6<sup>th</sup> floor to pick up the name search certificate and any documents found. Our office is open at 7:45 AM Monday- Friday.

**YOU MUST PICK UP YOUR NAME SEARCH DOCUMENTS ON THE DAY OF YOUR HEARING. THERE ARE NO EXCEPTIONS.**

### **FEES**

There is a \$5 fee for the Name Search Certificate. We accept cash, checks made out to the Recorder of Deeds, or credit/debit card.

IF A NAME SEARCH YIELDS DOCUMENTS, the entire document needs to be printed to take with the name search for the court appearance. There will be a \$1.00 per page fee for any documents found. We will not know the amount of this fee until the documents are researched as close to your court date and time as possible but no earlier than 24 hours prior to your court hearing.



The Court of Common Pleas of Bucks County  
**OFFICE OF THE CLERK OF COURTS**  
**BUCKS COUNTY JUSTICE CENTER**

100 North Main Street  
Doylestown, Pennsylvania 18901  
Phone: (215) 348-6389

CRIMINAL RECORD SEARCH REQUIRED WITHIN 48 HOURS OF HEARING DATE

What is needed for a record search: Name of person requesting the name change.  
Date of Birth and Social Security number.

Cost: \$21

- *Record search should only take approximately 10 -15 minutes to complete. You will have time before the hearing to obtain the search.*