

Instructions for Texas Child's Name Change

There are at least two forms to be filed.

- Step 1:** Complete and Notarize the Original Joint Petition For Child's Name Change. The petition must be signed by both of the child's parents, and any other person who has been given legal rights to your child in a court order. Everyone's signature must be notarized. Texas Family Code, Section 45.002. If you are not filing a Joint Petition then the other parent must still be informed and consent to the name change.
- Step 2:** If your child is over 10 years old, he or she needs to sign the Child's Consent To Name Change form, which tells the judge that he or she wants the name change. Texas Family Code, Section 45.002(b).
- Step 3:** You will complete the Agreed Order Granting Child's Name Change form, and present it to a judge. Your child's name is not changed until the judge signs the order. The clerk's office keeps the original, signed order, but can make certified copies for your records. You will need either a certified copy of the court order or a Name Change Certificate to change your child's name on his or her birth certificate and social security records. Both can be obtained from the Clerk's office. Choose whichever is the least expensive. You do not need to get both of them. Birth certificates and social security records do not change automatically when the court signs the Order. You are responsible for notifying the Bureau of Vital Statistics and Social Security Office of the child's name change by providing them with a certified
- Step 4:** Give the Waiver of Citation to the other party along with the copy of the Petition that has been stamped "filed" by the District Clerk and the Order Setting Hearing Date. *A copy of the filed Petition, Order Setting Hearing Date, and Waiver of Citation must be delivered to all parties having a legal interest in the child.* This constitutes service of process, rather than having the other party served by a