

## PROCEDURES FOR NAME CHANGE OF AN ADULT

This form packet consists of six parts:

1. Procedures
2. Name Change Checklist
3. Original Petition for Change of Name of Adult
4. Verification
5. Order Granting Name Change
6. Sample Prove Up

### **Procedures:**

- 1. Prepare the Original Petition for Change of Name**, keeping the basic format shown. You may use this form as a “fill in the blank” if it fits your set of circumstances. Otherwise, you should re-type or re-write the Petition, including the information that applies to your personal set of circumstances; leave out that which does not.
- 2. Sign the Verification** form in front of a Notary Public.
- 3. Make two additional copies of the prepared Petition and Verification forms before filing.**
- 4. File the Original Petition and the Verification** in the District Clerk’s office on the first floor of the courthouse at 210 S. McDonald St. in McKinney. You will be required to pay a filing fee to the Clerk at this time. You will either be assigned a court date or you may be asked to get a background check with the Department of Public Safety. This requirement is totally dependent on the court to which you are assigned. If you are assigned a court that requires a background check, the Clerk will give you fingerprint cards. Take these to a local police agency and get fingerprinted using these cards. After you have imprinted them, you should send them to the Texas Department of Public Safety. These will be returned to the District Clerk’s office in 4-6 weeks. After about 6 weeks, call the District Clerk’s office to see if the cards are in the District Clerk’s file. If so, make an appointment for an appearance with the judge by calling the clerk of the court to which you have been assigned.
- 5. Prepare the Order Granting Name Change** prior to the hearing.
- 6. Make two additional copies of the prepared Order to take with you to the hearing.**
- 7. At the hearing**, you will state the facts of your petition as shown on the Sample Prove Up sheet. The judge will not help or ask questions. Give the Order Granting Name Change to the judge to sign after he hears the Prove Up.