

Adult Name Change Petition Information and Resources

Documents Needed:

- SBI Criminal Record Check
- FBI Criminal Record Check
- Notice of Name Change
- Petition for Name Change
- Verification
- Two (2) Affidavits of Good Character
- Affidavit Regarding Outstanding Tax or Child Support Obligation
- Birth Certificate (Certified Copy)
- Proof of Identification (driver's license, passport)
- Proof of Residency – Documents with your name and current address (utility bill, phone bill, cable bill)
- Filing fee in cash or money order

Where to Start

You'll want to have your fingerprints done (two sets) and complete your FBI and SBI criminal background checks first. **The report you receive from SBI and FBI must be dated within 90 days of your Name Change petition that you submit to the court.** Fingerprints are done at the Sheriff's office in your county and typically cost \$10.00 per set. Please note: some counties require an appointment for fingerprints- it is recommended that you call ahead to learn how your county handles fingerprints. Once you have your fingerprint cards, you are ready to complete your SBI and FBI Background checks.

FBI Background Check

For information on FBI background checks, visit: <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks>. Here, you can access the Applicant Information Form. The fee for the background check is \$18.00. Notes: When it asks the reason for the background check, select "Other." You have the option to submit the form for your FBI background check online or via mail. You will receive results more quickly if you choose to submit your form online.

SBI Background Check

For information on SBI background checks, visit: <https://www.ncsbi.gov/Services/SBI-Forms.aspx>. You will select "Background Check for NC Criminal Records (Right to Review Process PDF)." The fee for the background check is \$14.00. Note: When it asks for the reason for the background check, write "Summary Request."

Original/Certified Birth Certificate

Obtain one original/certified birth certificate from NC Vital Records, if you do not have one already.
<https://vitalrecords.nc.gov/>

If you were born in North Carolina: You can also get a certified copy of your birth certificate from the county Register of Deeds where you were born. To find the register of deeds, visit
<https://www.ncard.us/find-your-register-of-deeds/>

If you were not born in North Carolina, do a google search for the vital records office in the state where you were born.

Once you have your SBI and FBI Background Checks in hand along with your Certified Birth Certificate, you can proceed on with the rest of the process.

PLEASE NOTE: The FBI process can take over a month longer than the SBI background check, and the petition of name change MUST be filed within ninety (90) days of the background checks, so it is recommended that you receive the results of the FBI Background Check before requesting the SBI background check.

North Carolina Courts Guide and File

The remaining required Name Change Petition forms can be found on the North Carolina Court's Guide and File site (<https://northcarolina.tylertech.cloud/SRL/SRL>). If a volunteer started the Guide and File process with you today, please record your username and password below:

Username: _____

Password: _____

Notice of Intent to File for Name Change

Before you submit your Petition for Adult Name change and accompanying documents, you will need to see the Clerk of Superior Court (Special Proceedings) in the county where you live to post your Notice of Intent to File Name Change. The clerk will tell you where the appropriate location to place the notice is located. It will need to be posted for ten (10) consecutive days.

Petition for Name Change

When the notice period is up, you will then file your Petition for Name Change. You will need to bring the following documents:

- Petition for Name Change*
- Notarized Verification Page*
- Two (2) Affidavits of Good Character*
- Notarized Affidavit Regarding Outstanding Tax or Child Support Obligation*
- Original/Certified Birth Certificate
- Photocopy of Birth Certificate

- Proof of residency (driver’s license, bill or bank statement received in past 30 days)
- Proof of identity (driver’s license or passport)
- Payment
- Other documents as required. Confirm with the Clerk to determine if any other documents are required.
- Self-addressed and stamped envelope

The filing fee for the Petition is \$120.00 (cash, money order, or certified check).

*These documents can be prepared through the NC Courts Guide and File system.

Copies of Court-Ordered Name Change

When the Clerk issues the name change, obtain 5 certified copies of the court-ordered name change. The cost varies by county. Make sure the Clerk sends the pink copy of the court-ordered name change to the NC Vital Records.

Steps for Legal Name Change After Receiving Court-Ordered Name Change

1. Change your name with the Social Security Office
 - a. You will need:
 - i. Certified Copy of Court-Ordered Name Change
 - ii. U.S. birth certificate or U.S. passport
 - iii. Driver’s license
 - iv. Application for Social Security Card (<https://www.ssa.gov/forms/ss-5.pdf>)
2. Change Name on Your Birth Certificate
 - a. Born in North Carolina:
 - i. You will need:
 1. Application for a Copy of a North Carolina Birth Certificate
 - a. Complete the “Record Changes” section regarding “Name Change”
 2. Copy of driver’s license or passport
 3. \$39.00 money order or certified check
 - b. Born in another state:
 - i. Visit <https://transequality.org/documents>, and select your state on the map to find more information.
3. Change Name on Driver’s License
 - a. You will need:
 - i. Certified Copy of Court-Ordered Name Change
 - ii. New Social Security Card
 - iii. Current driver’s license

Note: You must notify the NC DMV within 60 days after the name change occurs and obtain a duplicate card with the your new name.

4. Change Name on Passport, if applicable.

a. You will need:

- i. Certified Copy of Court-Ordered Name Change**
- ii. Birth certificate and driver's license OR old passport**
- iii. U.S. Passport Application**

Once you have changed your name in these places, you may begin changing it everywhere else, for example: post office, IRS, voter registration, banks, credit cards, cell phone plans, utilities, doctors, insurance companies, state tax authority, clubs, memberships, employer, retirement plans, will, health care proxy, living will, trust, contracts, power of attorney, etc.