

INSTRUCTIONS FOR LEGAL NAME CHANGE OF AN ADULT

****You must be a resident of New Hanover County for at least 6 months**

1. Obtain fingerprints from: New Hanover County Sheriff's Department
300 Princess St, Room 201
910-798-4566
Tuesday – Thursday 9:00 am – 3:00 pm
\$15 cash and picture ID is required
2. Order **BOTH** state and federal criminal history record checks through:
State- <https://www.ncsbi.gov/Services/Background-Checks>
*click on the "Right to Review" link in the personal background check section
Federal- <http://www.fbi.gov/about-us/cjis/background-checks>
3. Once you have received both of your criminal history record checks you can file the attached **NOTICE** form with the Clerk's office along with \$120 filing fee (no personal checks).
*Notice must be posted on Courthouse board for at least 10 days, but no more than 30 days.
4. After **NOTICE** has been posted for at least 10 days bring required documents to the Clerk's office. A Hearing Clerk will have an informal hearing and finalize your name change if all requirements have been met.

Required documents:

- Petition for Legal Name Change of an Adult (form is attached)
- 2 Affidavits of Character (forms attached)
 - *Individuals must be a resident of New Hanover County
 - *Character referrals can NOT be from a relative
- Current certified copy of birth certificate (must be issued within 1 year)
 - *Certified English translation is required for any foreign birth certificate that is not wrote in English
- Valid state issued picture ID
- Proof of current address (ID, lease agreement, bank statement, etc)
- Federal and State criminal history record checks

5. To complete the name change process and receive an update birth certificate you must:
If born in North Carolina: Complete the application process through Vital Records at www.vitalrecord.nc.gov Call 919-733-3000 with any questions

If born outside of NC: Contact your birth state or country and follow the procedures necessary. ****Please note not every state will honor an out of state order.**

****These instruction are only for a basic name change.**

****Our office is prohibited from practicing law. Contact an attorney if you need assistance or advice.**

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION

NOTICE

IN RE: NAME CHANGE

FROM: _____
(name listed on birth certificate & your current legal name if different)

TO: _____
(the name you want)

_____, RESIDING IN NEW HANOVER
(Petitioner - your current name)

COUNTY, NORTH CAROLINA, HEREBY GIVES NOTICE OF HIS/HER
INTENTION TO FILE IN THE OFFICE OF THE CLERK OF SUPERIOR COURT OF
NEW HANOVER, NORTH CAROLINA, TEN (10) DAYS AFTER THE DATE OF
THIS NOTICE, A PETITION THAT THE COURT ISSUE AN ORDER CHANGING
HIS/HER NAME FROM _____ TO _____

DATED THIS _____ DAY OF _____, 20____

PETITIONER

ADDRESS

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION
BEFORE THE CLERK

PETITION FOR LEGAL NAME CHANGE OF AN ADULT

FROM: _____
(Your current name)

TO: _____
(The name you want)

NOW COMES _____, a resident of New Hanover County, North Carolina, and respectfully petitions the Court for an Order to be issued changing his/her name. Petitioner does hereby state and show unto the Court:

1. My name as shown on my birth certificate is: _____

I was born in the County of: _____
State of _____
on the _____ day of _____, _____*

The full name of my mother as listed on my birth certificate is:

The full name of my father as listed on my birth certificate is:

**A certified true copy of my birth certificate is attached as an exhibit.

2. I want to change my name to _____

3. I want to change my name for the following reasons:

- 4. My name has never been changed pursuant to NCGS 101.
- 5. I have posted the Notice of my intent for name change for at least ten (10) days on the courthouse bulletin board in the County of New Hanover, State of North Carolina.
- 6. I currently do _____ do not _____ owe any back child support.
- 7. I currently do _____ do not _____ owe any back taxes.
- 8. I am a resident of New Hanover County and have been for at least six months.

WHEREFORE, the Petitioner respectfully prays that the Court enter an Order changing the Petitioner's name from _____ to _____

Petitioner's Signature

_____, Petitioner, being first duly sworn, does hereby state that I have read the foregoing Petition and that the facts set forth herein are true to my own knowledge and belief.

This the _____ day of _____, 20_____.

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____, 20_____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

(SEAL)

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION
BEFORE THE CLERK

IN RE: LEGAL NAME CHANGE

FROM: _____

TO: _____

AFFIDAVIT OF CHARACTER

The undersigned, being first duly sworn, deposes and says:

1. I am a resident of New Hanover County, North Carolina.
2. I am not related to the Petitioner either by blood or by marriage.
3. I have known the Petitioner for _____ years. I personally know him/her to be a person of good character and know that he/she has a reputation as a person with good character and good standing in the community.

Dated this the _____ day of _____, 20_____.

SIGNATURE

Name and Full Address:

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____, 20_____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

(SEAL)

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION
BEFORE THE CLERK

IN RE: LEGAL NAME CHANGE

FROM: _____

TO: _____

AFFIDAVIT OF CHARACTER

The undersigned, being first duly sworn, deposes and says:

1. I am a resident of New Hanover County, North Carolina.
2. I am not related to the Petitioner either by blood or by marriage.
3. I have known the Petitioner for _____ years. I personally know him/her to be a person of good character and know that he/she has a reputation as a person with good character and good standing in the community.

Dated this the _____ day of _____, 20_____.

SIGNATURE

Name and Full Address:

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____, 20_____.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

(SEAL)