

TRANZMISSION



SUPPORT ADVOCACY EDUCATION

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Name Change Checklist

- ☐ Fingerprints (2 Sets) \$10
- ☐ Background Checks (State \$14, FBI \$18)
- ☐ Certified Birth certificate
- ☐ Notice to the Courthouse (Posted for 10 days prior to filing)
- ☐ Affidavit of Good Character (2)
- ☐ Affidavit Regarding Outstanding Tax and Support Obligations
- ☐ Name Change Petition (\$120)

Step 1

You must obtain two sets of fingerprints, to obtain these go to your local Sheriff's Department. Ask the receptionist for the fingerprint form, and when called present your current photo ID and you will be fingerprinted.

Step 2

You must complete two background checks – State and Federal. The NC state background check typically returns within 1 month, the Federal background check can take up to 3 months. Each background check will include the form within this packet, and 1 set of finger prints each. NC State (SBI) background check is the Right to Review Request Form. Mail this form with one set of fingerprints and a cashier's check or money order for \$14.

Federal (FBI) background check is the Records Check Request Checklist form. Mail this form with one set of fingerprints and a cashier's check or money order for \$18.

Step 3

Once you receive your background checks back in the mail, order a certified copy of your birth certificate. You must have a NEW certified copy of your birth certificate; they will not accept your original certificate. This process will vary based on the state you were born, often it's ordered online through: <https://www.vitalchek.com/>

Step 4

In order to change your name you must have two Affidavits of Character filled out by someone you have known for an extended period of time who resides in the same county as you. These individuals cannot be related to you and must be over the age of 18. These affidavits will need to be notarized which means the person filling it out must sign it in front of a Notary Public. Your local bank is a good place to find a Notary Public, there may be a small fee associated with this service.

Step 5

Before filing your notice and petition, you must fill out an Affidavit Regarding Outstanding Tax and Child Support Obligations. This form is necessary in order to ensure you don't owe the state or federal government any fees before you change your name. We recommend that you pay all outstanding tax and child support obligations before you file any paperwork with the court.

Step 6

North Carolina General Statute 101-2 requires that you post a Notice of Intent to change your name at the courthouse. The Notice must be posted 10 days prior to filling the petition. It will also need to be time stamped by the Clerk of Courts Office before and after posting.

Complete the Notice of Intent to File Name Change form, and then take this form to the Clerk of Court department at your County Courthouse. Your Notice of Intent to File Name Change will be posted by the Clerk of Court on the bulletin board in the Courthouse for 10 consecutive calendar days, as required by North Carolina law. If the 10th day is a holiday or weekend, it must stay posted until the end of the next business day.

Step 7

After your notice of intent to change your name has been posted in the Courthouse for 10 days, you may file your petition with the court. Complete the Petition for Name Change in black ink. On the Petition, you will be required to provide your legal name, county of birth, date of birth, the full names of your parents (as shown on your birth certificate), the name you wish to adopt, your reasons for changing your name, and whether your name has ever been legally changed before (if so, you must provide the facts of your previous name change).

Note: The reason you provide for requesting a name change is part of the public record. Additionally, you can only change your name one time using the NC name change statute, this does not include changes made in other states or assuming a married name or resuming a maiden name.

Make sure you sign your petition in front of a Notary Public. After it is notarized, you may file your petition, return background checks, the two Affidavits of Good Character, Affidavit Regarding Outstanding Tax and Child Support, Certified birth certificate, and a pink Vital Records form with the Clerk of Courts. You will be required to make a sworn statement that you live in the county where you are filing the Petition and whether or not you have an outstanding tax or child support obligation. The Clerk of Court will review your application and make a determination as to whether a hearing is required. If so, you will be required to appear before the Clerk of Court.

Note (The Pink Form): This document (also known as AOC-SP-601) is not included in the packet. You must request it from the Clerk's Office before you file your Petition. This is the pink form (it is different from the proposed Order which is included in the packet). It must be completed in triplicate. There is one (1) pink copy, which will serve as the original, and two (2) white copies. Be sure to fill out this form and submit it along with your Petition. This form is available at the Special Proceedings Division at the courthouse.

Once the decision is made, you will be notified of the decision. Applicants are often notified by phone, or mail. Make sure to receive both a copy of the pink order and the Clerk's written court order.