

**NAME CHANGE INFORMATIONAL SHEET
FOR ADULT OR MINOR 14 OR OLDER**

General Information:

Petitions for name change may be filed in person with the Civil Division of the Waukesha County Courthouse, located at 515 W. Moreland Blvd., Waukesha, WI 53187, or online via the Wisconsin Circuit Court eFiling website: <https://www.wicourts.gov/ecourts/efilecircuit/index.jsp>. General information about the name change process is contained in Wisconsin Statutes §§ 786.36 and 786.37.

The petitioner may request that the name change petition be **confidential if publication could potentially endanger the petitioner. The Court will make a finding on this request at a status hearing prior to the name change hearing. (Please see the Instructions for Completing Confidential Name Change for Adult or Minor 14 or Older listed on page 2.) **

Filing Fees: Please check with Clerk of Courts staff for the current filing fee

Petitioner: The petitioner is the party who is seeking to change his/her name

- All forms must be typed or printed in **BLACK INK**.
- Please note that the Waukesha County Civil Division requires all adults who are requesting a name change to provide the Court with a **current driving record** and a **criminal history check**.

Instructions for Completing Name Change forms:

PLEASE COMPLETE:

- **Petition for Name Change for Adult or Minor 14 or Older CV-450**
Petitioner must complete the entire form.
- **Notice for Name Change Hearing CV-460**
Petitioner should complete the form, **with the exception of the judge's name, location, and date of hearing**. The remainder of the document will be completed at the time of filing.

Filing Instructions:

1. **Completed forms and the current filing fee should be presented for filing in the Civil Division of the Waukesha County Courthouse or via the eFiling CCAP system.** A case number, judge, and hearing date will be assigned at the time of filing. The hearing date assigned will be at least six (6) weeks in the future to allow time for the petitioner to publish the petition.

2. After the case is filed in person, the clerk in the Civil Division will make two (2) copies each of the Notice for Name Change Hearing and the Petition for Name Change. If the matter is eFiled, it is the filer's responsibility to print the appropriate number of copies. **The petitioner must take the name change papers to a newspaper in the community in which he or she resides for publication and arrange to have the notice published.** The notice must appear in the newspaper once a week for three consecutive weeks. The newspaper will send proof of publication back to the petitioner, and the petitioner must file the proof of publication with the Court prior to or at the time of the hearing.

3. If the matter is filed in the Civil Division of the Waukesha County Courthouse, the petitioner will be provided with forms to obtain a current driver's record and criminal history check. If the matter is eFiled, you may obtain the instructions from the Waukesha County website: <https://www.waukeshacounty.gov/circuit-courts/civil-court/name-change/> . Please complete these forms and forward them with the correct fee to the proper agencies.
4. If you hold a professional license (other than a license to teach in the public schools) and your name change is for a reason other than marriage or divorce, you may need the approval of your licensing board or commission to change your name to one other than the name listed on your license. Contact the appropriate board to learn its requirements.
5. On the assigned hearing date, the petitioner should take all necessary paperwork to court. The petitioner should go to the assigned courtroom, check in with the clerk, and follow the instructions given by the clerk and/or the judge. After the hearing, the judge will sign the Order for Name Change, if granted.
6. Immediately following your hearing with the Court, you will be directed to the Court Administration Office of the Clerk of Courts Office, Room C380, to receive the signed order, make payments, and complete your name change process. Payments include a \$30.00 recording fee, payable by check only to the Waukesha County Register of Deeds. The Register of Deeds also requires a certified order at \$7.50 to record the name change pursuant to Wisconsin State Statutes. You must also submit a Self-Addressed, Stamped Envelope ("SASE") or an email address for the original document to be recorded and returned by the Register of Deeds office. The payment, document, and SASE or email address will be forwarded to the Office of the Register of Deeds by the clerk. If changing vital records, you will be asked to complete the State of Wisconsin Bureau of Vital Records form and submit payment by check only. The base fee is \$30.00, with an additional \$3.00 per additional copy (optional). The payment and document will be forwarded to Vital Records by the clerk. You may also purchase copies of the certified name change order at \$7.50 per order for your personal records. To avoid any delay in registering your name change on the date of your hearing, it is recommended that you bring at least two checks to pay these additional fees.

****Instructions for Completing CONFIDENTIAL Name Change for Adult or Minor 14 or Older Forms:**

PLEASE COMPLETE:

- **Petition for Confidential Name Change for Adult or Minor 14 or Older (CV-451).** Petitioner must complete the entire form.
- **Notice for Confidential Name Change Hearing (CV-461).** Petitioner should complete the form, **with the exception of the judge's name, location, and date of hearing.** The remainder of the document will be completed at the time of filing.

Filing Instructions:

1. **Completed forms and the current filing fee should be presented for filing in the Civil Division of the Waukesha Courthouse or via the eFiling CCAP system.** A case number, judge, and two (2) hearing dates will be assigned at the time of filing. The initial status hearing will be for the Court to determine whether the petition may be confidential and whether publication is necessary. The second hearing date assigned will be at least six weeks in the future.

2. If the matter is filed in the Civil Division of the Waukesha County Courthouse, the petitioner will be provided with forms to obtain a current driver's record and criminal history check. If the matter is eFiled, you may obtain the instructions from the Waukesha County website:

<https://www.waukeshacounty.gov/circuit-courts/civil-court/name-change/> . Please complete these forms and forward them with the correct fee to the proper agencies.

3. On the initial status hearing date, the petitioner should take all necessary paperwork to court. The petitioner should go to the assigned courtroom, check in with the clerk, and follow the instructions given by the clerk and/or the judge. On the subsequent name change hearing date, the petitioner should go to the assigned courtroom and check in with the clerk. If the Court previously ordered that the petition not be confidential, the petitioner must file the Proof of Publication at that hearing. Either way, the judge will sign the Order for Name Change, if granted.

4. Immediately following your hearing with the Court, you will be directed to the Court Administration Office of the Clerk of Courts Office, Room C380, to receive the signed order, make payments, and complete your name change process. Payments include a \$30.00 recording fee, payable by check only to the Waukesha County Register of Deeds. The Register of Deeds also requires a certified order at \$7.50 to record the name change pursuant to Wisconsin State Statutes. You must also submit a Self-Addressed, Stamped Envelope ("SASE") or an email address for the original document to be recorded and returned by the Register of Deeds office. The payment, document, and SASE or email address will be forwarded to the Office of the Register of Deeds by the clerk. If changing vital records, you will be asked to complete the State of Wisconsin Bureau of Vital Records form and submit payment by check only. The base fee is \$30.00, with an additional \$3.00 per additional copy (optional). The payment and document will be forwarded to Vital Records by the clerk. You may also purchase copies of the certified name change order at \$7.50 per order for your personal records. To avoid any delay in registering your name change on the date of your hearing, it is recommended that you bring at least two checks to pay these additional fees.