NAME CHANGE INFORMATIONAL SHEET
FOR MINOR CHILD UNDER 14

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 petition to change a child's name be made **confidential if publication could potentially endanger the child. 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 Minor Child under 14 listed on page 2.) **

Filing Fees: Please check with Clerk of Courts staff for the current filing fee
Petitioner: The parent(s) or legal guardian of a minor seeking to change the child's name. The petitioner must be a resident of Waukesha County and be at least 14 years of age.

- If the petition is for the name change of a minor under 14 years of age who has 2 living parents and the petition is being made by one parent of the minor, the petitioner shall serve a copy of the petition and notice on the non-petitioning parent. Because the requirements regarding change of name for a minor can be confusing, a petitioner may wish to refer to Wisconsin Statutes §786.36 and §786.37 or consult an attorney.

Instructions for Completing Name Change for Minor Child Under 14 forms:

PLEASE COMPLETE:

- **Petition for Change of Name CV-455 (Minor Child under 14)** 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.
- **Response of Non-Petitioning Parent to Name Change of Minor Child Under 14 CV-480.** To be completed by the Non-petitioning parent.
- **Declaration of Attempted Service on Non-Petitioning Parent CV-465.** To be completed by Petitioning parent, IF APPLICABLE.

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. 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.

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 $16.50 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 16.50 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 Minor Child Under 14 Forms:***

PLEASE COMPLETE:

- **Petition for Confidential Name Change for Minor Child Under 14 (CV-456) 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. 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.

3. 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 $16.50 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 $16.50 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.

Basic Steps to Handling a Confidential Name Change

This guide provides a general outline of confidential name change proceedings in Wisconsin. Procedure may vary by county. Any forms mentioned in this guide may be obtained from the Clerk of Court or online at http://www.wicourts.gov/forms1/circuit.htm. Please type or complete the forms in black ink.

Introduction

Any eligible resident of Wisconsin who is an adult or minor over 14 may petition the court in the county where he or she resides to have his or her name confidentially changed where publication of the proposed name change is not required.

To request a confidential name change, you must use the specific forms listed below. You won't have to publish notice of the proposed name change when you request a confidential name change, and the clerk will make sure the forms are not available to the public. (§ 786.37(4), Wis. Stats.) At the name change hearing, you will have to prove to the court that publication of the name change hearing could endanger you and that you are not seeking a name change in order to avoid a debt or conceal a criminal record. (§ 786.37(4), Wis. Stats.) If the court finds that publication is not required, all records related to the name change will remain confidential and will not be available to the public. (§ 786.36(2m)(a), Wis. Stats.) If the court does not make this finding and denies the confidential name change, you will have to file a standard name change using the standard name change forms to move forward with the name change. The standard name change forms can be found online at http://www.wicourts.gov/forms1/circuit.htm. All documents related to the confidential name change request will remain confidential.

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 a name other than the name on your license. Contact the appropriate board to learn its requirements.

A person required to register as a sex offender under § 301.45(1g), Wis. Stats., may not change his or her name. (§ 301.47(2)(a), Wis. Stats.)

☐ 1. **Fill out a Petition for Confidential Name Change for Adult or Minor 14 or Older form.**[1] If the person whose name is proposed to be changed is an adult or a minor age 14 or over, complete CV-451. The form has step-by-step instructions on the left side.

Once you have filled out the Petition for Confidential Name Change form, you should make at least two copies of the completed form.

☐ 2. **Fill out a Notice of Confidential Name Change Hearing form** or the Clerk of Court in your county may complete it for you. Ask your Clerk of Court whether, based on local practice, you need to complete this form. If so, the form (CV-461) has step-by-step instructions on the left side. Once you have filled it out, you should make at least two copies of the completed form.

☐ 3. **Fill out an Order for Confidential Name Change form** or the Clerk of Court in your county may complete it for you. Ask your Clerk of Court whether, based on local practice, you need to complete this form. If so, the form (CV-471) has step-by-step instructions on the left side. Once you have filled it out, you should make at least two copies of the completed form.

☐ 4. **File the Petition for Confidential Name Change for Adult or Minor 14 or Older, Notice of Confidential Name Change Hearing (if required in your county) and Order for Confidential Name Change (if required in your county) forms.** The original forms and **any required copies**

[1] There is a CV 456 (Petition for Confidential Name Change for Minor Child under 14) form, but Wisconsin law does not address whether a confidential name change is allowed for minors under 14 years old, so the judge may not allow it.

must be filed and a fee paid to the Clerk of Court in the county where you are filing your case. Exact procedures vary locally, but you will be assigned a date and time for the hearing and some of your copies will be authenticated and returned to you.

You should also ask your Clerk of Court if you need to bring the original or a certified copy of your birth certificate with you to the hearing. The birth certificate should not be filed with the court, but the judge may review it as part of their decision-making process.

You also may be asked to complete the Department of Health Services Form, Report of Confidential Legal Name Change (F-05021C). If the court grants the petitions, the Clerk of Court will sign and seal the form and send the certified copy to the Wisconsin Vital Records Office. You can get this form by contacting Vital Records at 608-266-1939.

☐ 5. **Attend the Name Change Hearing.** There is no publication requirement associated with the petition for a confidential name change, so a hearing will be set as soon as practicable. Be on time and be polite. Do not get emotional. If instructed by the Clerk of Court, you must have the original or certified copy of the birth certificate for the judge's review. You may be placed under oath and questioned about the information on the petition. If your petition is granted, the judge will sign the Order for Confidential Name Change (CV-471). If your petition is not granted, the judge will complete an Order Denying Confidential Name Change (CV-476). If the court finds that your name change cannot be changed confidentially, you may follow the standard name change procedure using CV-450, Petition for Name Change for Adult or Minor 14 or Older.

☐ 6. **Complete any post-decision activities.** The Clerk of Court will collect a fee from you to record the name change with the Register of Deeds Office. The Clerk of Court may collect an additional fee for the state register of vital statistics to issue a copy of the birth certificate, if the Wisconsin birth certificate is to be changed.

Enter the name of the county in which this case was filed.	**STATE OF WISCONSIN, CIRCUIT COURT,** **WAUKESHA** **COUNTY**
Enter the current legal name of the person whose name is proposed to be changed.	IN THE MATTER OF THE CONFIDENTIAL NAME CHANGE OF First Name Middle Name Last Name
Enter Petitioner's and Co-Petitioner's (if any) name(s) if the name change is for a minor under 14 years of age.	By: **(Petitioner)** First Name Middle Name(s) Last Name By: **(Co-Petitioner)** First Name Middle Name(s) Last Name
Enter the case number on the far right.	☐ Amended **Notice of Confidential Name Change Hearing** Case No. _____

NOTICE IS GIVEN:

A Petition was filed asking to change the name of the person listed above:

Enter the current legal name.	From: [First] _____ [Middle] _____ [Last] _____
Enter the proposed new name.	To: [First] _____ [Middle] _____ [Last] _____
Enter the name as it currently appears on the birth certificate.	Birth Certificate: [First] _____ [Middle] _____ [Last] _____

The court will enter the judge's name, county, place, date, and time for the name change hearing.	This Petition will be heard in the Circuit Court of WAUKESHA County, State of Wisconsin: Judge's Name _____ Place Waukesha County Courthouse 515 W. Moreland Blvd. Room Waukesha, WI 53188 Date _____ Time _____

If you require reasonable accommodations due to a disability to participate in the court process, please call 262-548-7525 prior to the scheduled court date. Please note that the court does not provide transportation.

Enter the name of the county in which this case was filed.

STATE OF WISCONSIN, CIRCUIT COURT,

WAUKESHA **COUNTY**

Enter the name of the minor child whose name is proposed to be changed in this Petition.

IN THE MATTER OF THE CONFIDENTIAL NAME CHANGE OF

_____

First Name Middle Name Last Name

Enter **Petitioner's and Co-Petitioner's** (if any) name(s). You are the Petitioner(s).

By: **(Petitioner)** _____

First Name Middle Name(s) Last Name

By: **(Co-Petitioner)** _____

First Name Middle Name(s) Last Name

The clerk will enter the case number.

☐ Amended

Petition for Confidential Name Change for Minor Child under 14

(30708)

Case No. _____

☐ One or both parties require the services of an interpreter. Which party? _____
Which language? _____ Complete and file the Interpreter Request (GF-149) form.

The petitioner(s) state(s):

In 1, check a, b, c or d.

1. The Petition is brought by
   - ☐ a. both living parents, the sole surviving parent, or the sole adoptive parent of the minor child.
   - ☐ b. one of the parents of the minor child who has two living parents and paternity has been established.
   - ☐ c. the mother, and the minor child is a non-marital minor child who is not adopted or whose parents have not married, and paternity of the minor child has not been established.
   - ☐ d. the legal guardian/custodian of the minor child because either both parents are dead or the parental rights of both parents has been terminated by judicial proceedings.

In 2, enter petitioner's and co-petitioner's address and the county in which the minor child lives.

2. Petitioner's address is [County, Street Address, City, State and Zip]
   _____
   Co-Petitioner's (if any) address is [County, Street Address, City, State and Zip]
   _____
   The minor child lives in _____ County, Wisconsin.
   The minor child address is _____.

In 3, enter the date and state of birth of the minor child.

3. The minor child was born on [Date] _____ in the state of _____.

In 4, enter the name on minor child's birth certificate.

4. The name that appears on the minor child's birth certificate is
   [First name] _____
   [Middle Name] _____
   [Last Name] _____

In 5, enter the state that the minor child's birth certificate was issued.

5. The birth certificate was issued in the state of _____.

In 6, check the appropriate box.
In 7, enter the proposed new name of the minor child. Enter the reason(s) for the change.
In 8, enter the reasons why you want your name change to be confidential.
Check 10, if you want the name changed on the child's WI birth certificate.

6. The minor child ☐ is ☐ is not a sex offender required to register under §301.45, Wis. Stats., or a similar law of any other state.
7. I/we wish to change the minor child's name to

   [First Name] _____

   [Middle Name] _____

   [Last Name] _____

   For the following reason(s): _____
8. I/we request that this Petition remain **confidential** because publication could **endanger the minor child** for the following reasons:

   _____
9. I/we have not petitioned for a name change on behalf of the minor child to avoid a debt or conceal a criminal record.

☐ 10. I/we wish to change the name on the child's Wisconsin birth certificate.

I declare under the penalty of false swearing that the information I have provided is true and accurate.

▶ _____
Petitioner's Signature

_____
Name Printed or Typed

_____
Address

_____
Email Address Telephone Number

_____
Date State Bar No. (if any)

I declare under the penalty of false swearing that the information I have provided is true and accurate.

▶ _____
Co-Petitioner's Signature

_____
Name Printed or Typed

_____
Address

_____
Email Address Telephone Number

_____
Date State Bar No. (if any)

Estimated Name Change Fees

Event	Payable to	Fee	When
Filing Civil Case	Waukesha County Clerk of Courts	$235.00	With Initial Filing
Request Non-Certified Driving Record (Required for parties >18 Years Old)	Wisconsin DMV	$7.00	After Filing, Before Hearing
Request Criminal History Record (Required for parties >18 Years Old)	Department of Justice	$12.00	After Filing, Before Hearing
Publication	Waukesha Freeman	$75-$95	After Filing, Before Hearing
Certified Copies of Order of Name Change (1 copy required for ROD, additional copies optional)	Waukesha County Clerk of Courts	$16.50 (per copy)	Following Hearing (Approved)
Recording Name Change	Register of Deeds	$30.00	Following Hearing (Approved)
Amend Birth Certificate (Optional)	Wisconsin Vital Records	$10.00	Following Hearing (Approved)
Certified Copies of Amended Birth Certificate (Optional)	Wisconsin Vital Records	$20.00	Following Hearing (Approved)
Additional Copies (Optional)	Wisconsin Vital Records	$3.00	Following Hearing (Approved)

Estimated Fees as of November, 2026

Fees are subject to change without notice. Please contact the Civil Division or other appropriate agency above for current rates.

Register of Deeds and Wisconsin Vital Records require payment by check or money order

REMINDER: PLEASE BRING A CHECKBOOK ON THE DAY OF THE HEARING.

GENDER CHANGE:

Wisconsin Vital Records filing fee $20.00
First Certified Copy $20.00
Additional Certified Copies $3.00 each