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 Name Change

This guide provides a general outline of 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.

If you would like to request a confidential name change where you won't have to publish notice of the proposed name change, you must prove to the court that publication of the name change could endanger you and that you're not seeking a name change in order to avoid a debt or conceal a criminal record. (§ 786.37(4), Wis. Stats.) If the court makes this finding, all records related to the name change will remain confidential and will not be available to the public. (§ 786.36(2m)(a), Wis. Stats.) There are specific forms to use for confidential name changes that are different than the forms listed below. The confidential name change forms can also be found online at http://www.wicourts.gov/forms1/circuit.htm. For additional information on confidential name changes, see CV 491 (Basic Steps to Handling a Confidential Name Change).

Introduction

Any eligible resident of Wisconsin, whether a minor or an adult, may petition the court in the county where he or she resides to have his or her name changed.

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, including a juvenile, 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.)

If you are already married and changing your last name to your spouse's last name or hyphenating your last names, a court order is typically not required. To change your name due to marriage, please see the additional information online at https://www.wicourts.gov/services/public/selfhelp/namechange.htm.

☐ 1. **Fill out a Petition for Name Change form.** There are two Petition for Name Change forms. If the person whose name is proposed to be changed is an adult or a minor age 14 or over, complete CV-450. Use CV-455 if the person whose name is proposed to be changed is a minor under 14 years of age. The form has step-by-step instructions on the left side. If the person whose name is proposed to be changed is a minor under 14 years of age, the petition must be made 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 have been terminated by judicial proceedings.

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

☐ 2. **Fill out a Notice of 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 may need to complete this form. If so, the form (CV-460) 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 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-470) 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 Name Change, the Notice of Name Change Hearing (if required by your county), and the Order for Name Change (if required in your county) forms.** The original forms and **any required copies** 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 may also be asked to complete the Department of Health Services form, Report of Legal Name Change (F-05021). If the court grants the petitions, the Clerk of Court will sign and seal the form and send the certified copy to Vital Records. You can get this form by contacting Vital Records at 608-266-1939.

☐ 5. **Publish the Notice of Name Change Hearing form in a local newspaper.** State law requires publication of third class notice (printed once a week for three weeks) of the Notice of Hearing form in a local newspaper prior to the hearing date. There are official newspapers in many municipalities, but generally you can use any newspaper regularly published at least once a week in the area **where the petitioner resides**. There may be a fee charged for publication. After the publication is completed, the newspaper will provide you with a "Declaration of Publication." Follow local court practice for filing the proof of publication with the Clerk of Courts before the hearing date or presenting it at the name change hearing.

If one parent is filing on behalf of a minor under 14 whose paternity has been established (1.b., above), have the non-petitioning parent served with a copy of the Petition for Name Change of Name and the Notice of Name Change Hearing forms. For the court to hear the case, the non-petitioning parent must be provided with a copy of the Petition for Name Change and the Notice of Name Change Hearing no later than five business days ahead of the hearing. A sheriff or private process server must attempt to personally serve the non-petitioning parent. You will be charged a fee for this task. Once the documents have been served, you will be sent a proof of service. When proof of service is returned, take the original to the Clerk of Courts for filing after you make a copy of the proof of service for yourself. Bring the document to the hearing.

If personal service cannot be accomplished, proof of due diligence in service attempt must be filed with the court. An Affidavit/Certificate of Non-Service will be sent to you by the sheriff or process server and the Declaration of Attempted Service on Non-Petitioning Parent (CV-465) can be used to demonstrate attempted service on the non-petitioner. File these documents with the Clerk of Court at or before the first court date according to local court rules.

☐ 6. **Attend the Name Change Hearing.** Be on time and 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. The judge will ask you for the "Declaration of Publication." If one living parent is filing on behalf of a minor, proof of service or attempted service on the other living parent must also be provided at the hearing. 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 Name Change. If your petition is not granted, the judge will complete an Order Denying Name Change (CV-475).

For minors under 14 whose paternity has been established and one parent is the petitioning party, if the non-petitioning parent does not appear at the hearing or otherwise answer the petition, the action may proceed. If the non-petitioning parent appears at the hearing or otherwise answers the petition and shows that he or she has not abandoned the minor, or failed to assume parental responsibility for the minor, the court shall require the consent of the non-petitioning parent before changing the

name of the minor. The Response of Non-Petitioning Parent to Name Change of Minor Child Under 14 form (CV-480) may be used to record the non-petitioning parent's position on the requested name change. File this document with the Clerk of Court according to local court rule.

☐ 7. **File the Order for Name Change according to local court procedure and complete any post-decision activities.** File the Order for Name Change with the Clerk of Courts office. Follow local procedure for recording a certified copy of the order in the Register of Deeds office in the county where the name change occurred. A fee will be charged.

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 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 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.

Enter the proposed new name.

Enter the name as it currently appears on the birth certificate.

From: [First] _____
[Middle] _____
[Last] _____

To: [First] _____
[Middle] _____
[Last] _____

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-Room
515 W. Moreland Blvd., 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.

Note: Enter the name of the newspaper. You must publish this notice in the newspaper as instructed.

NOTICE TO NEWSPAPER AND PETITIONER:

Notice of this hearing shall be given by publication as a Class 3 notice for three weeks in a row prior to the date of the hearing in the following newspaper _____.

Notice to Printers: Do not print the instructional text in the boxes along the left-hand column when publishing this notice. Print bolded text in bold typeface.

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

1. 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 2, check a, b, c or d. If 1b is checked, enter the non-petitioning parent's name and address.

2. 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.
Non-Petitioning Parent's (if any) name is [First Name, Middle Name, Last Name]
_____
Non-Petitioning Parent's (if any) address is [County, Street Address, City, State and Zip]
_____
☐ 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 deceased or the parental rights of both parents have been terminated by judicial proceedings.

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.

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): _____

_____

Check 8, if you want the name changed on the child's WI birth certificate.

☐ 8. 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)

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 as it is listed on the Petition.

IN THE MATTER OF THE NAME CHANGE OF

First Name Middle Name Last Name

Enter the case number.

☐ Amended

Response of Non-Petitioning Parent to Name Change of Minor Child Under 14

Case No. _____

Fill in your name.

1. My name is _____
First Name Middle Name(s) Last Name

Fill in your address.

2. My address is _____

Fill in your relation to the minor child.

3. I am the ☐ mother ☐ father of the minor child under 14.

Fill in the minor child's current name.
Fill in the name that the Petitioner wants the minor child to have.

4. I have received a copy of the Petition to change the minor child's (under 14) name and a notice of hearing:

From: _____
First Name Middle Name(s) Last Name

To: _____
First Name Middle Name(s) Last Name

Check one. If b, enter reasons you object to the name being changed.

5. ☐ a. I consent to the minor child's (under 14) name being changed.
☐ b. I object to the minor child's (under 14) name being changed for the following reasons: _____

Sign this document WITHOUT a Notary Public.

Provide a declaration under criminal penalty of false swearing in lieu of a sworn statement.

You **do not** have to take the document to a Notary Public if you provide an unsworn declaration.

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

▶ _____
Signature

_____
Name Printed or Typed

_____
Address

_____
Email Address Telephone Number

_____
Date State Bar No. (if any)

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 change.	IN THE MATTER OF THE NAME CHANGE OF First Name Middle Name Last Name
Enter the case number on the far right.	☐ Amended **Declaration of Attempted Service on Non-Petitioning Parent** Case No.

The Petitioner states:

In 1, **check all that apply** and complete the required information.

1. I have exercised reasonable diligence in attempting to locate and to notify the non-petitioning parent in this matter and:
   - ☐ The Sheriff or other process server has been unable to serve the petition and notice of hearing on the non-petitioner at the last known address as evidenced by the attached Declaration/Certificate of Non-Service.
   - ☐ I went to the last known address on [Date] _____ and was told by the occupants that the non-petitioner no longer lives at that address.
   - ☐ I last had contact with or saw the non-petitioner on [Date] _____.
   - ☐ I contacted the non-petitioner's relatives on [Date] _____. They have no knowledge of the non-petitioner's whereabouts.
   - ☐ I have no knowledge of the non-petitioner's whereabouts.
   - ☐ Other: _____

In 2, enter the last known address of the non-petitioning parent.

2. The last address of the non-petitioning parent ☐ is not known. ☐ is _____, and I have mailed the petition and notice of hearing to the last known address which ☐ has ☐ has not been returned to me by the US Post Office.

3. I have published the required notice of hearing and will bring the Declaration of Publication to the hearing.

Sign this document WITHOUT a Notary Public.

Provide a declaration under criminal penalty of false swearing in lieu of a sworn statement.

You **do not** have to take the document to a Notary Public if you provide an unsworn declaration.

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

▶ _____
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