

NAME CHANGE INFORMATIONAL SHEET FOR ADULT OR MINOR 14 OR OLDER

General Information:

All petitions for Name Change are filed in Room C-167 of the Civil Division of the Waukesha County Courthouse. 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 as to this request at a status hearing prior to the name change hearing.**

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

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 Room C-167 of the courthouse.** 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 into the future to allow time for the petitioner to publish the petition (see item #2).
2. After the case is filed, the clerk in Room C-167 will make two (2) copies each of the Notice and Order for Name Change Hearing and the Petition for Name Change. **The petitioner must take the Name Change Papers to a newspaper in the community in which he/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. The petitioner will also be provided forms to obtain a current driver's record and criminal history check. Please complete these forms and forward 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 a name 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 Civil Division of the Clerk of Courts Office, **Room C380** to receive the signed order, make payments, and complete your name change process. Payments include the \$30.00 recording fee payable by check only to the Waukesha County Register of Deeds. Register of Deeds also requires a certified order at \$7.50 to record the name change pursuant to Wisconsin State Statutes. The payment and document 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 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 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 Room C-167 of the courthouse.** 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 if the petition may be confidential and no publication is necessary. The second hearing date assigned will be at least six weeks into the future.
2. The petitioner will also be provided forms to obtain a current driver's record and criminal history check. Please complete these forms and forward 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 this court hearing.** Either way, the judge will sign the Order for Name Change if granted.
4. If petition granted, 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 the \$30.00 recording fee payable by check only to the Waukesha County Register of Deeds. Register of Deeds also requires a certified

order at \$7.50 to record the name change pursuant to Wisconsin State Statutes. The payment and document 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 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 you bring at least two checks to pay these additional fees.