

# WHO CAN USE THESE FORMS?

1. Any adult who wants to change their name for a lawful purpose can use these forms. (Examples of good reasons are given in the instructions) They are not suitable to change a child's name.
2. Changing your name to hide from your creditors, or because you have criminal convictions, or because you are trying to defraud someone are unlawful reasons to change your name and is a misdemeanor.
3. **You can change your name to protect yourself from someone who has severely abused you. However, it is strongly suggested that you see a lawyer to do a “Sealed Name Change.” If you change your name, but the records are not sealed, the court action changing your name is public and could be seen by your abuser. To get a “Sealed Name Change” you will have to persuade a judge that it is appropriate in your case to do so. Sealing the court records from the public view must be done correctly to work. This would be best done by a Lawyer who knows the appropriate forms to use and can explain the facts to the judge that would justify Sealing the Name Change in the Court files. Legal Aid Services of Oklahoma has attorneys that can do this. Many Domestic Violence Shelters may also be able to help you find an attorney to be able to do a Sealed Name Change.**
4. **DO NOT TRY TO USE THESE FORMS TO CHANGE A CHILD'S NAME.** THESE FORMS ARE NOT DESIGNED TO CHANGE A CHILD'S NAME AND DO NOT MEET THE LEGAL REQUIREMENTS TO CHANGE A CHILD'S NAME. YOU SHOULD CONSULT AN ATTORNEY TO DO THIS.

## INSTRUCTIONS

First, get a copy of your birth certificate from the state where you were born.

Next, you will need 3 forms to change your name.

They are the PETITION, NOTICE and ORDER. This kit provides those forms.

You will need to fill in the blanks in the forms with your information.

### WHAT TO PUT IN THE BLANKS TO FILL IN THE FORMS:

YOU SHOULD DECIDE WHAT YOU ARE GOING TO PUT IN THE BLANKS IN THE FORMS.

### WRITE DOWN THE INFORMATION THAT YOU WILL NEED TO FILL OUT THE FORMS:

1. ENTER NAME OF COUNTY WHERE YOU LIVED FOR THE LAST 30 DAYS \_\_\_\_\_

2. Your full legal name spelled out correctly as it is right now on your birth certificate or, for married women, their name as it is on their marriage license \_\_\_\_\_

3. The name you want to have, spelled out exactly as you want it to be: \_\_\_\_\_

NOTE: If you put in a nick name like this WILLIAM (Billy) JOHN SMITH, that is your name with the (Billy) in it!!!. So do not put in nick names and do not use initials unless you want the initial to be part of your legal name.

4. What is the number (and maybe letters) on your birth certificate? Write it here \_\_\_\_\_

5. Answer this question: Why do you want a name change? Write your answer out.

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NOTE: It can be something like:

To make my name the same as my step-father. Or I want to go back to my maiden name, or, So that my name is spelled the way I want it to be spelled., or, I have always spelled my name JOHN, but it is spelled JON on my birth certificate. Or: So that my last name is the same as my father. Or perhaps, I am named after my grandfather, he did something bad, and I do not want to be named after him. There are other good reasons to change your name. You will be asked to write this reason into the forms.

It is strongly suggested that you do not try pick a name like a cartoon character name or any name that a judge might think silly or improper

6. WRITE DOWN THE COUNTY AND STATE WHERE YOU WERE BORN:

COUNTY \_\_\_\_\_, STATE \_\_\_\_\_

7. WRITE DOWN THE DATE YOU WERE BORN \_\_\_\_\_, 19\_\_\_\_.

8. WRITE DOWN YOUR CURRENT STREET ADDRESS \_\_\_\_\_

CURRENT CITY, \_\_\_\_\_ AND ZIP \_\_\_\_\_, OK \_\_\_\_\_

CURRENT PHONE NUMBER (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**You now have all of the information that you will need to put into the forms.**

**DISTRICT COURT OF \_\_\_\_\_ COUNTY**  
**STATE OF OKLAHOMA**

IN RE: The name of : \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )

**PETITION**

**COMES NOW** the Petitioner and asks this Court to change his/her legal name from \_\_\_\_\_ to \_\_\_\_\_.

In support thereof, petitioner would say to this court:

1. The Petitioner was born in \_\_\_\_\_ on \_\_\_\_\_, \_\_\_\_\_ and has resided in the State of Oklahoma and in \_\_\_\_\_ County for 30 days prior to the filing of this petition.

2. The change of name requested is because \_\_\_\_\_  
 \_\_\_\_\_.

3. The change of name is not for any illegal or fraudulent purpose or to hinder or delay creditors.

4. The birth certificate number issued by the above State is \_\_\_\_\_.

**WHEREFORE,** Petitioner prays that above change of name be granted.

Signature \_\_\_\_\_

Printed \_\_\_\_\_

Street Add. \_\_\_\_\_

City, St. Zip \_\_\_\_\_ OK \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**VERIFICATION**

I, the undersigned individual, of legal age, being first sworn, do state that I am familiar with the foregoing Petition for change of Name, and so freely state under penalty of perjury that it is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Signed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**DISTRICT COURT OF \_\_\_\_\_ COUNTY**  
**STATE OF OKLAHOMA**

IN RE: The name of: \_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )

**NOTICE OF HEARING ON CHANGE ON PETITION TO CHANGE NAME**

TO: All interested parties.

Take notice that \_\_\_\_\_ has petitioned to change his/her name to \_\_\_\_\_.

A Hearing on said petition is set for \_\_\_\_\_ o'clock \_\_\_\_\_.M. on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, before Judge \_\_\_\_\_ at \_\_\_\_\_ o'clock in his/her courtroom in the \_\_\_\_\_ County Courthouse. Should you know of some reason why this change of name should not be allowed you must file a written protest in the above styled and numbered cause prior to the above date with the Clerk of this Court . Should you fail to do so, the petition for change of name will be granted as prayed.

COURT CLERK

\_\_\_\_\_  
By: DEPUTY

APPROVED:

Signature \_\_\_\_\_

Printed \_\_\_\_\_

Street Add. \_\_\_\_\_

City, St. Zip \_\_\_\_\_ OK \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**{Notice to Publisher, Publish once at least 10 days prior to the date set for the hearing}**

*This form is provided by the Oklahoma County Bar Association Legal Aid Committee. This form is not intended as legal advice or to take the place of legal counsel. There are no guarantees made by any party involved in producing this form that you will be successful in resolving your legal problems when using it. If you have any questions or concerns about your legal problem or this form, you should contact an attorney licensed to practice in Oklahoma.*

**DISTRICT COURT OF \_\_\_\_\_ COUNTY**  
**STATE OF OKLAHOMA**

IN RE: The name of: \_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )

**ORDER**

**NOW** on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, the above-styled cause comes on for hearing, the petitioner, \_\_\_\_\_ is present in person.

The Court being fully apprised, **FINDS:**

1. The petitioner has resided in the State of Oklahoma and \_\_\_\_\_ County for 30 days prior to the filing of this petition.

2. The change of name of \_\_\_\_\_ to \_\_\_\_\_ is not for any illegal or fraudulent purpose or to avoid or hinder creditors.

3. The birth place, birth certificate number and date of birth of Petitioner are:

Place \_\_\_\_\_ ;

Certificate Number \_\_\_\_\_;

Date of Birth \_\_\_\_\_, 19\_\_\_\_.

**IT IS THEREFORE, ORDERED, ADJUDGED AND DECREED** that the name of \_\_\_\_\_ be, and hereby is changed to that of \_\_\_\_\_.

Signed this \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
JUDGE OF THE DISTRICT COURT

**APPROVED:**

Signature \_\_\_\_\_

Printed \_\_\_\_\_

Street Add. \_\_\_\_\_

City, St. Zip \_\_\_\_\_ OK \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_-

OKLAHOMA STATUTES ANNOTATED  
TITLE 12. CIVIL PROCEDURE  
CHAPTER 33. CHANGE OF NAME

Current through End of 2011 Reg Session.

Sec. 1631. Right to petition for change of name

Any natural person, who has been domiciled in this state or who has been residing upon any military reservation located in said state, for more than thirty (30) days, and has been an actual resident of the county or such military reservation situated in said county, or county in which the military reservation is situated, for more than thirty (30) days, next preceding the filing of the action, may petition for a change of name in a civil action in the district court. If the person be a minor, the action may be brought by guardian or next friend as in other actions.

Sec. 1632. Petition

The petition shall be verified and shall state: (a) The name and address of the petitioner; (b) The facts as to domicile and residence; (c) The date and place of birth; (d) The birth certificate number, and place where the birth is registered, if registered; (e) The name desired by petitioner; (f) A clear and concise statement of the reasons for the desired change; (g) A positive statement that the change is not sought for any illegal or fraudulent purpose, or to delay or hinder creditors.

Sec. 1633. Notice--Protest--Hearing date--Continuance -Waiver

A. Notice of filing of the petition shall be given, in the manner provided for publication notice in civil cases, by publishing the same one time at least ten (10) days prior to the date set for hearing in some newspaper authorized by law to publish legal notices printed in the county where the petition is filed if there be any printed in such county, and if there be none, then in some such newspaper printed in this state of general circulation in that county. The notice shall contain the style and number of the case, the time, date and place where the same is to be heard, and that any person may file a written protest in the case prior to the date set for the hearing. The hearing date may be any day after completion of the publication. The court or judge, for cause, may continue the matter to a later date.

B. The court may waive the publication requirements of this section for good cause which includes, but is not limited to, cases of domestic violence in which the court proceedings are sealed.

Sec. 1634. Proof of Petition by Sworn Evidence

The material allegations of the petition shall be sustained by sworn evidence, and the prayer of the petition shall be granted unless the court or judge finds that the change is sought for an illegal or fraudulent purpose, or that a material allegation in the petition is false.

Sec. 1635. Judgment

The judgment shall recite generally the material facts and the change granted, or if denied, the reasons for the denial. A certified or authenticated copy of such judgment may be filed in any office, where proper to do so, and shall be regarded as a judgment in a civil action.

Sec. 1636. Illegal or fraudulent purpose

Any person who obtains a judgment under this act, willfully intending to use the same for any illegal or fraudulent purpose, or who thereafter willfully and intentionally uses such judgment, or a copy thereof, for any illegal or fraudulent purpose, shall be deemed guilty of a misdemeanor.

Sec. 1637. Changes of Name to be Effected by this Act - Exceptions

After May 19, 1953, no natural person in this state may change his or her name except as provided in Sections 1631 through 1635 of this title and Section 90.4 of Title 10 of the Oklahoma Statutes and Section 1-321 of Title 63 of the Oklahoma Statutes, other than by marriage, as prescribed in Sections 5, 6, and 8 of Title 43 of the Oklahoma Statutes, or by decree of divorce, as prescribed in Section 121 of Title 43 of the Oklahoma Statutes, or by adoption, as prescribed in Section 7505-3.1 of Title 10 of the Oklahoma Statutes.

ADULT NAME CHANGE FORMS:

On the document labeled PETITION at the top, when you are done it should look like this with the your information put in the right places.

**DISTRICT COURT OF** \_\_\_\_\_ **COUNTY WHERE YOU LIVE** \_\_\_\_\_ **COUNTY**  
**STATE OF OKLAHOMA**

IN RE: The name of : \_\_\_\_\_ )  
\_\_\_\_\_ )  
MyOldName \_\_\_\_\_ )

**PETITION**

**COMES NOW** the Petitioner, and asks this Court to change his/her legal name from \_\_\_\_\_ MyOldName \_\_\_\_\_ to \_\_\_\_\_ MyNewName \_\_\_\_\_.

In support thereof, petitioner would say to this court:

1. The Petitioner was born in \_\_\_\_\_ City where born \_\_\_\_\_ St. on \_\_\_\_\_ Month \_\_\_\_\_,  
\_\_\_\_\_ Year born \_\_\_\_\_ and has resided in the State of Oklahoma and in \_\_\_\_\_ COUNTY WHERE YOU  
LIVE \_\_\_\_\_ County for 30 days prior to the filing of this petition.

2. The change of name requested is because \_\_\_\_\_ REASON YOU WROTE  
\_\_\_\_\_ DOWN TO CHANGE YOUR NAME \_\_\_\_\_.

SAMPLE, NOT TO BE USED

3. The change of name is not for any illegal or fraudulent purpose or to hinder or  
delay creditors.

4. The birth certificate number issued by the above State is  
\_\_\_\_\_.

**WHEREFORE**, Petitioner prays that above change of name be granted.

Signature \_\_\_\_\_ MyOldName \_\_\_\_\_

Printed \_\_\_\_\_ MyOldName \_\_\_\_\_

Street Add. \_\_\_\_\_

City, St. Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_



DISTRICT COURT OF \_\_\_\_\_ COUNTY WHERE YOU LIVE \_\_\_\_\_ COUNTY  
STATE OF OKLAHOMA

IN RE: The name of: \_\_\_\_\_ )  
\_\_\_\_\_ )  
MyOldNAM \_\_\_\_\_ )  
\_\_\_\_\_ )

**NOTICE OF HEARING ON CHANGE ON PETITION TO CHANGE NAME**

TO: All interested parties.  
Myoldname \_\_\_\_\_ has petitioned to change his/her name to  
MyNewName \_\_\_\_\_.

A Hearing on said petition is set for \_\_\_\_\_ o'clock \_\_\_\_\_M. on the \_\_\_\_\_ day of  
\_\_\_\_\_, 201\_\_\_\_, before Judge \_\_\_\_\_ at \_\_\_\_\_ o'clock in his/her  
courtroom in the \_\_\_\_\_ County where you live \_\_\_\_\_ County Courthouse.

Should you know of some reason why this change of name should not be allowed you must file  
a written protest in the above styled and numbered cause prior to the above date with the Clerk  
of this Court. Should you fail to do so, the petition for change of name will be granted as prayed.

SAMPLE, NOT TO BE USED  
COURT CLERK

\_\_\_\_\_  
APPROVED:  
Signature \_\_\_\_\_ MyOldName \_\_\_\_\_  
Printed \_\_\_\_\_ MyOldname \_\_\_\_\_  
Street Add. \_\_\_\_\_  
City, St. Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

By: DEPUTY

**{Notice to Publisher, Publish once at least 10 days prior to the date set for the hearing}**

DISTRICT COURT OF COUNTY WHERE YOU LIVE COUNTY  
STATE OF OKLAHOMA

IN RE: The name of: )  
 )  
MyOldName )

**ORDER**

**NOW** on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, the above-styled cause comes on for hearing, the petitioner, MyOldName is present in person.

The Court being fully apprised, **FINDS:**

1. The petitioner has resided in the State of Oklahoma and County Where You Live County for 30 days prior to the filing of this petition.

2. The change of name of MyOldName to MyNewName is not for any illegal or fraudulent purpose or to avoid or hinder creditors.

3. The birth place, birth certificate number and date of birth of Petitioner are:

Place City where you were born STATE ;

Certificate Number Your Birth Certificate Number ;

Your Date of Birth \_\_\_\_\_, \_\_\_\_\_.

**IT IS THEREFORE, ORDERED, ADJUDGED AND DECREED** that the name of

MyOldName be, and hereby is changed to that of MyNewName.

Signed this \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
JUDGE OF THE DISTRICT COURT

APPROVED:

Signature MyOldName

Printed MyOldName

Street Add. \_\_\_\_\_

City, St. Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_\_

# USING THE FORMS YOU HAVE CREATED

## YOU HAVE THREE FORMS THAT ARE NECESSARY TO PROCEED.

They are the PETITION, the NOTICE OF HEARING, and the ORDER. You need to make at least 2 copies of each form. You may wish to make more copies of the ORDER to take to Court with you because after the completion of the name change action, you may have to send certified copies of the order to various agencies like Social Security Administration to change your name on for your social security number (the number will not change), the Department of public safety (drivers license) or businesses to change your name on credit card, loans and other things like that.

You need to take the PETITION, NOTICE OF HEARING, and ORDER to the Court Clerk in the County where you live. (The County identified in the pleadings and the County where you live must be the same. If they are not, you need to redraft the papers.) You may have to ask where in the clerk's office to file the petition. (If there are signs up, it will be at the "Civil" desk) If there is a separate cashiers window first to the Cashiers desk to pay the filing fees.

At the Court Clerks office you will need to pay the filing fee to file the petition. Call your County COURT CLERK before you go to file your papers to find out how much money that you need to be able to pay. You will likely also be required to pay a publication fee at this time the COURT CLERK should be able to tell you the fee for 1 publication for a name change. They may tell you that you will have to take the notice to a "LEGAL PUBLICATION NEWSPAPER. ASK FOR THE NAME OF THE PAPER THAT THE LAWYERS USE.

After the Petition is filed, ask the Clerk what Judge the matter is assigned to and the date of the hearing. The Clerk may advise that you must go to the assigned Judge and set the hearing yourself or the Clerk may set the hearing date for you and fill in the blanks on the NOTICE OF HEARING. The Clerk will sign the NOTICE OF HEARING when the date of hearing is filled in. It is suggested that you leave at least 15 days between the filing date of the PETITION and the date set for the hearing to be sure that the publication of the NOTICE OF HEARING takes place at least 10 days before the hearing. If your notice is published in a paper that is not published daily, but is published weekly, You should extend this time to 21 days, to make sure that the notice is published at least 10 days before the scheduled hearing. Ask the Clerk how to get the NOTICE OF HEARING to the NEWSPAPER, they may have a basket in the COURT CLERKS office or you may have to deliver the NOTICE to the NEWSPAPER.

**If the notice is not properly published you can not get your name changed.** If the publication is not 10 days before the hearing, you will have to ask the Judge to set a new date for you to come back and get your name changed and you will have to get a new NOTICE filled out and published in the news paper and you will have had to make 2 or more trips for hearings.

**When you are at the COURT CLERKS OFFICE have the Clerk stamp the File number on the ORDER and all the copies of the ORDER that you have brought.**

Come to the Court on the date of the hearing dressed properly. Do not wear shorts, tee shirts or dirty work clothes. Wear something that you would wear if you were going to a bank to ask for a loan or something that you would wear to church. HAVE ALL OF THE PAPERS WITH YOU If you forget it, you will have to come back on another day if the Judge will allow you to do so.

The Judge must take testimony from you as to the jurisdiction of the matter and the reason for the name change. He will ask if you have lived in the State of Oklahoma and your county for 30 days. You should be able to answer yes. When he/she asks why you want the name change, recite the reason briefly without going into much detail. If the Judge wants more detail, he/she will ask for it. He/She will ask if you are changing your name for any illegal or fraudulent purpose or to delay or hinder creditors. Your answer should be no, but do not lie!! THAT IS PERJURY and a crime. if you are attempting to change your name for an illegal or fraudulent purpose, or to delay or prevent a creditor from finding you, you will be denied the change of name. **IMPORTANT**, to change your name for an illegal, fraudulent purpose, or to delay or hinder creditors is a misdemeanor. (See the statutes Sec. 1636.)

After the judge signs the ORDER, take the signed ORDER back to the Court Clerk's office and to the same place where you filed the Petition. Be sure to take your copies of the ORDER with you. Give the ORDER signed by the Judge and all the copies you made of the ORDER to the Clerk. Tell the clerk that you would like the copies certified. Take the certified copies when the clerk returns them to you.

Your name is legally changed when the Judge signs the ORDER, but no one will know **unless you file the ORDER with the Clerk.**

It is suggested that you put one copy of the ORDER in with your important papers in a safe place. You will then have to present a copy to get your driver's license and Social Security cards changed. Once those documents are changed, you should be able to use them to change most other documents.

Congratulations you have changed your name.