
INSTRUCTIONS FOR FILLING OUT NAME CHANGE ORDER

NOTE: A name change order for a minor CANNOT add or remove a parent from the minor's birth certificate; nor change the identity of a parent. It can ONLY change the minor's name.

- I This is the person seeking the name change;
- ii This is the minor whose name the petitioner is seeking to change, exactly as it appears on the birth certificate;
- lii This is the person seeking the name change;
- iv. This is the relationship between the person seeking the change and the minor – eg., “mother”;
- v. This is the minor whose name the petitioner is seeking to change;
- vi. This is the minor's date of birth;
- vii. This is the minor's place of birth;
- viii. This is the minor's name exactly as it appears on the birth certificate;
- ix. This is the new name exactly as you wish it to appear on the new birth certificate.
- x. This is the reason for the name change.
- xi. This is the new name exactly as you wish it to appear on the new birth certificate.
- xii. This is the new name exactly as you wish it to appear on the new birth certificate.
- xiii. Circle “shall” or “shall not.”
- xiv. Judge should initial the “shall” or “shall not.”
- xv. Write in the name, and the address and phone number of the petitioner.

After the judge signs the order, take the signed order to the clerk of the court and pay the fee to have a copy of the order certified. You will also want to make photocopies of the certified order for your records. Take the original certified order (with the original seal of the court) and mail it with a check for _____ with your request for a new birth certificate and _____ for each additional copy to:

\$199.50 filing fee. This fee covers two certified copies of court order.

CHANCERY Court HAWKINS County, Tennessee	PETITION FOR CHANGE OF NAME	Case Number
_____		_____
Petitioner		Next Friend [if Petitioner is a Minor]

1. PETITIONER

Current Name [first, middle, last]: _____
 Desired Name [first, middle, last]: _____
 Mailing Address: _____
 Telephone Numbers [optional]: Home: _____ Work: _____
 Is Petitioner Became a Resident of this County? Yes No [If no, Petition cannot be filed.]
 Gender: _____
 Social Security Number: _____
 Date and Place of Birth: _____
 Birth Certificate Number: _____
 Other Pertinent Numbers [school, military, driver's license, etc.]: _____

Active Member of the Armed Services of the United States? Yes No

2. NEXT FRIEND OF PETITIONER [if Petitioner is a Minor]

Full Name [first, middle, last]: _____
 Mailing Address: _____
 Telephone Numbers [optional]: Home: _____ Work: _____

3. MOTHER OF PETITIONER [if Petitioner is a Minor]

Full Name [first, middle, last]: _____
 Mailing Address: _____
 Telephone Numbers [optional]: Home: _____ Work: _____

4. FATHER OF PETITIONER [if Petitioner is a Minor]

Full Name [first, middle, last]: _____
 Mailing Address: _____
 Telephone Numbers [optional]: Home: _____ Work: _____

5. REASON FOR REQUEST OF CHANGE OF NAME

6. **OTHER MATTERS** [State here any special circumstances, including reason why a parent of a minor Petitioner cannot or will not consent to the change of name.]

RELIEF REQUESTED

The Petitioner requests that the court enter a Final Decree changing the name of the Petitioner and granting any other relief to which the Petitioner may be entitled.

SIGNATURE AND VERIFICATION

I declare under penalty of perjury under the laws of the State of Tennessee that the facts stated in this Petition are true to the best of my knowledge and belief.

Signed at _____ on _____
Place Date

Petitioner [if an Adult] or Next Friend
Telephone: _____
Fax: _____
E-Mail: _____

STATE OF TENNESSEE
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____.

My commission expires: _____

CONSENT OF PARENTS TO CHANGE OF NAME [if Petitioner is a Minor]

Signature of Mother

Signature of Father

IN THE CHANCERY COURT FOR THE THIRD JUDICIAL DISTRICT
AT ROGERSVILLE, HAWKINS COUNTY, TENNESSEE

IN RE: PETITION OF _____
FOR NAME CHANGE OF _____, NO. _____
A MINOR

ORDER FOR NAME CHANGE FOR A MINOR

This cause came before the Court on the Petition for Name Change filed by _____, who is the _____ of _____, a minor, born _____, in _____ County, TN. It appears, based upon the Petition and the testimony of the Petitioner, that the Petitioner wishes to change the name of the minor from _____ to _____ because _____.

It further appears to the Court that this change is not made for any fraudulent purpose nor for any illegal or improper purpose.

The Court, having considered the Petition and the testimony, therefore, ORDERS, ADJUDGES AND DECREES that from this day forward the full and complete name of the above-named minor shall be _____. The Office of Vital Records of the TN Department of Health is granted leave to prepare an amended Certificate of Birth for the minor with the new name of _____.

The Registrar shall/shall not block and delete the previous information from the certificate.
_____ (Chancellor's initials)

CHANCELLOR