

## INSTRUCTION SHEET FOR CHANGING THE NAME OF A MINOR CHILD

The forms presented in this packet are designed to guide you in the preparation of change of name of a minor child. You must type or print the required information as it applies to your situation. Your papers should remain in the same order as they appear in this packet. You should type or print in every blank line EXCEPT for the civil action file number blanks and the lines provided for signatures. Make sure that everything is signed.

Remember, you must fully complete the forms and follow all instructions before the Judge will be able to grant your change of name. Incomplete forms, as well as forms that are improperly filled out, may delay the grant of your change of name. Make sure that you take time to read over all the forms, and understand what is being asked of you in each situation.

Please consult an attorney if you have questions about the procedure or what action is best for you to take.

### **Follow these steps:**

1. Fill out the petition for name change, printing neatly and using black ink, being sure to include the reasons for the change.
2. Obtain written consent of the parent(s) of the minor child(ren). O.C.G.A. § 19-12-1(c) requires that written consent be obtained and filed with the petition UNLESS the parent "has abandoned the child." O.C.G.A § 19-12-1
3. File the petition for name change AND the parents' written consent with the clerk of the Superior Court in the county of the child's residence. O.C.G.A. § 19-12-1(c)
4. Serve the parents a copy of the petition. O.C.G.A. § 19-12-1(d)

a. If the parent(s) reside in Georgia, the copy must be served in person unless the location or address of the parents is unknown. If the parents' address is unknown, they may be notified by publication in the newspaper once a week for four weeks.

b. Or acknowledge service.

c. If the parent(s) reside outside of Georgia, service must be made by certified mail or statutory overnight delivery if the address is known or by publication in the newspaper if the address is not known.

d. If the child(ren) live(s) with someone other than the parents, "a copy of the petition shall be served upon the person acting as guardian of the child in the same manner as service would be made on a parent." O.C.G.A. § 19-12-1(e).

5. Within seven (7) days of filing the petition, you must publish the enclosed Notice of Petition to Change Name with the official legal organ (newspaper) in the county of your residence. This notice must run once a week for four weeks. O.C.G.A. § 19-12-1(b).

6. Submit to the Court proof that you have published the notice as required. Proof consists of an affidavit of publication by the newspaper AND photocopies of the published notices as they appeared. O.C.G.A. § 19-12-1(f).

7. Thirty days or more after your petition was filed, and after you submitted proof to the Court of publication of the proper notice, the Court will set a date to hear the matter in chambers and to render a final judgment or decree. O.C.G.A. § 19-12-1(f).

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

In Re:

\_\_\_\_\_  
\_\_\_\_\_

(A Minor Child/ren)

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Civil Action Case Number:

\_\_\_\_\_

PETITION TO CHANGE NAMES OF MINOR CHILD(REN)

Petitioner, \_\_\_\_\_

(name of parent or guardian of minor) files this Petition and shows the following:

1.

Petitioner is a resident of \_\_\_\_\_ County, Georgia.

2.

The names of the minor child or minor children are

\_\_\_\_\_

\_\_\_\_\_ and said

minor child(ren) live(s) in \_\_\_\_\_ County, Georgia.

3.

Petitioner is the child(ren)'s \_\_\_\_\_ (identify  
relationship with child(ren)).

4.

Petitioner desires to change the name(s) of said minor child(ren) from

\_\_\_\_\_ (former name) , Year of Birth \_\_\_\_\_, to

\_\_\_\_\_ (new name) and from (if there is a second child)

\_\_\_\_\_ (former name) to

\_\_\_\_\_ (new name) , Year of Birth \_\_\_\_\_, o

5.

The reasons for such change in name(s) are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6.

The natural parents of said child(ren) are: Mother's name and address

\_\_\_\_\_ Father's Name and

address \_\_\_\_\_

7.

(Mark the appropriate choice and only mark either A or B)

(A) I have served the other parent by personal service as required by OCGA § 19-12-1 (f) at the following address \_\_\_\_\_ by having the sheriff serve him or her at this address. OR

(B) I do not know the whereabouts of the minor child's \_\_\_\_\_ (father or mother or guardian) and within seven (7) days of filing this petition will serve them by publication in the newspaper for once a week for four weeks and I will file the publisher's affidavit at the end of the four weeks.

8.

(Mark the appropriate choice and only mark either A, B or C)

(A) The written consent of the other parent to change the name of the minor child(ren) is attached hereto as Exhibit A. OR

(B) The other parent is deceased and I have attached the death certificate to the petition as Exhibit A. OR

(C) The consent is not need because I allege that the other parent has abandoned the child as defined in O.C.G.A.§ 15-11-12 by showing an intent to forgo parental duties or relinquish parental claims by doing the following: (mark all that apply)

Failure, for a period of at least six months, to communicate meaningfully with a child;

Failure, for a period of at least six months, to maintain regular visitation with a child;

Leaving a child with another person without provision for his or her support for a period of at least six months;

Failure, for a period of at least six months, to participate in any court ordered plan or program designed to reunite a child's parent, guardian, or legal custodian with his or her child;

Leaving a child without affording means of identifying such child or his or her parent, guardian, or legal custodian and:

The identity of such child's parent, guardian, or legal custodian cannot be ascertained despite diligent searching; and a parent, guardian, or legal custodian has not come forward to claim such child within three months following the finding of such child;

Being absent from the home of his or her child for a period of time that creates a substantial risk of serious harm to a child left in the home;

Failure to respond, for a period of at least six months, to notice of child protective proceedings; or

Any other conduct indicating an intent to forgo parental duties or relinquish parental claims by doing the following

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WHEREFORE, Petitioner respectfully prays for the following:

That the name of \_\_\_\_\_ be changed to \_\_\_\_\_.

And that the name of \_\_\_\_\_ be changed to \_\_\_\_\_.

And any other such relief as the Court does deem proper and necessary.

Respectfully submitted, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Petitioner, Pro se (Signature)

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone No.: \_\_\_\_\_



IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

In Re;

\_\_\_\_\_  
\_\_\_\_\_

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Civil Action Case Number:

\_\_\_\_\_

(A Minor Child/ren)

CONSENT TO CHANGE NAME(S) OF MINOR CHILD(REN) and  
ACKNOWLEDGMENT OF SERVICE

The undersigned \_\_\_\_\_ and  
\_\_\_\_\_ are the natural parents of  
\_\_\_\_\_ and \_\_\_\_\_, minor child(ren).

The undersigned hereby acknowledges that we have received a copy of the Petition that was  
filed by \_\_\_\_\_, in the  
Superior Court of \_\_\_\_\_ County, Georgia, seeking to change the  
name(s) of \_\_\_\_\_ to \_\_\_\_\_ and of  
\_\_\_\_\_ to \_\_\_\_\_.

The undersigned hereby state that they have not abandoned said child(ren), nor  
have they failed to support the children. The undersigned have been advised of the reasons  
for said name change(s) and the undersigned hereby consent to the filing of said Petition  
and the aforesaid change of names.

SIGNAURES ON FOLLOWING PAGE



IN WITNESS WHEREOF, the parent(s) has/have voluntarily signed their name(s),

this day \_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Mother)  
Print Name \_\_\_\_\_

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

\*\*\*\*\*

this day \_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Father)  
Print Name \_\_\_\_\_

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

In Re;

\_\_\_\_\_  
\_\_\_\_\_

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Civil Action Case Number:

\_\_\_\_\_

(A Minor Child/ren)

**NOTICE OF PETITION TO CHANGE NAME OF MINOR CHILDREN**

GEORGIA, \_\_\_\_\_ COUNTY

NOTICE is hereby given that \_\_\_\_\_, the  
undersigned, filed this Petition to the Superior Court of \_\_\_\_\_ County,  
Georgia on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, praying for a change in the  
name of minor child(ren) from \_\_\_\_\_ to  
\_\_\_\_\_, and from \_\_\_\_\_ to  
\_\_\_\_\_.

Any interested party has the right to appear in this case and file objections  
within 30 days after the Petition was filed.

Date: \_\_\_\_\_

\_\_\_\_\_  
Petitioner, Pro se (Signature)

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

In Re,

\_\_\_\_\_  
\_\_\_\_\_

(A Minor Child/ren)

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Civil Action Case Number:

\_\_\_\_\_

FINAL ORDER

The above and foregoing Petition to Change Name coming on to be heard pursuant to law, and it appearing that Notice has been published pursuant to law and that no objections have been timely filed, and it further appearing that sufficient grounds exist for the granting of the relief prayed for in said Petition and that no reason appears showing why said prayers should not be granted,

IT IS HEREBY ORDERED

(a) That the name of \_\_\_\_\_, be changed to

\_\_\_\_\_ Year of Birth: \_\_\_\_\_ .

(b) That the name of \_\_\_\_\_, be changed to

\_\_\_\_\_ Year of Birth: \_\_\_\_\_ .

(c) That such name change shall not operate to authorize petitioner to fraudulently deprive others of any legal rights under the law;

SO ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Hon. \_\_\_\_\_  
Judge, Brunswick Judicial Circuit



## General Civil and Domestic Relations Case Disposition Information Form

Superior or  State Court of \_\_\_\_\_ County

**For Clerk Use Only**

Date Disposed \_\_\_\_\_  
MM-DD-YYYY

Case Number \_\_\_\_\_

Case Style \_\_\_\_\_

**Plaintiff(s)**

**Defendant(s)**

\_\_\_\_\_  
Last            First            Middle I.    Suffix    Prefix

\_\_\_\_\_  
Last            First            Middle I.    Suffix    Prefix

\_\_\_\_\_  
Last            First            Middle I.    Suffix    Prefix

\_\_\_\_\_  
Last            First            Middle I.    Suffix    Prefix

\_\_\_\_\_  
Last            First            Middle I.    Suffix    Prefix

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Last            First            Middle I.    Suffix    Prefix

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Last            First            Middle I.    Suffix    Prefix

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Last            First            Middle I.    Suffix    Prefix

Reporting Party \_\_\_\_\_

Plaintiff's Attorney \_\_\_\_\_ State Bar Number \_\_\_\_\_ Self-Represented

Defendant's Attorney \_\_\_\_\_ State Bar Number \_\_\_\_\_ Self-Represented

**Manner of Disposition  
Check Only One**

- Jury Trial
- Bench/Non-Jury Trial
- Non-Trial Disposition, such as:
  - Alternative Dispute Resolution

- Check if any party was self-represented at any point during the life of the case.
- Check if the court ordered an interpreter for any party, witness, or other involved individual.
- Check if the case was referred/ordered to a court-annexed alternative dispute resolution process.