

FAMILY COURT SERVICES
76347 Veterans Way Yulee, FL 32097
(904) 548-4908

CHECKLIST FOR:
PETITION FOR CHANGE OF NAME – ADULT

INSTRUCTIONS:

1. Go to www.flcourts.org - (select) – Self Help, Family Law Forms for the forms.
2. **Fully complete** the above forms.
3. File your **original documents** with the **Civil Department Clerk of Courts 1st floor**. *Filing fee required*

ALL FORMS MUST BE COMPLETED TO START YOUR CASE

- Form 12.982(a)** Petition for Change of Name (Adult)
 - Provide Documentation of either the following:
 - Previous Court Order changed by court (provide each)
 - Marriage Certificate (if more than one marriage, provide Certificate each time there was a name change)

- Form 12.900(h) (Must be Filed)** Notice of Related Cases

- COPY - Birth Certificate**
English translation must accompany documents written in language other than English

- Proof of NASSAU County Residency**
 - (Florida Driver's License/Identification, Voter Registration Card)

- COMPLETE THIS FORM IF YOU WISH FOR YOUR FLORIDA BIRTH CERTIFICATE TO BE CHANGED** **Form DH-427** (available at Fla. Dept. of Health - Florida Vital Statistics website or Google Search)
 - Report of Legal Change of Name (must be **typed**)

- FINGERPRINTS-After you have filed your paperwork to open your case and (Only if you are requesting to change your name to a name you have never been known as)**
 - Please make an appointment at **904-548-4009** to visit the Nassau County Sheriff's Office located at **77151 Citizen Circle, Yulee, FL 32097** to have your fingerprints taken.

- Form 12.915**
 - Designation of Current Address and E-mail Address

- Form 12.928 Civil Cover Sheet for Family Court Cases**

- # 10 Envelopes with 2 stamps each (No return address applied) Please Note: If you fail to provide envelopes with postage you will NOT receive the final order by U.S. Mail. However, you will receive an electronic service copy if an email has been provided.**