

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

CHECKLIST FOR:
PETITION FOR CHANGE OF NAME - MINOR CHILD (REN)

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(c) Petition for Change of Name (Minor Child(ren))
NOTE: *If more than one child needs a name change, each minor child listed in petition must have Supplemental Form completed for them. The forms are included in the end of the petition form.*
- COPY - Birth Certificate
 - English translation must accompany documents written in language other than English
- Form 12.900(h) (Must be Filed)
 - Notice of Related Cases
- Form 12.902(d) Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA)
- Proof of NASSAU County Residency
 - (Florida Driver's License/Identification, Voter Registration Card)
- Form 12.982(d) Consent for Change of Name (Minor Child(ren))
 - If a parent not included in this action who is the legal parent of one of the included children **must consent** to the name change. **[They must sign this form]**
 - If a parent not included in this action who is the legal parent of one of the included children **does not consent** to change of name, they must be notified by personal service.
- 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- (Only if you are requesting to change your name to a name you have never been known as) All adult Petitioner's must provide livescan fingerprints results.**
 - 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

- 2 # 10 Envelopes with 2 stamps (addressed to the Petitioner's) If the Petition is not a joint petition filed by both parents 2 additional envelopes with 2 stamps addressed to the other parent will be needed (A return address is not needed. **Please Note: If you fail to provide envelopes with postage you will NOT receive the final order by U.S. Mail. However, if you have provided an email address you will receive a copy by electronic service.**
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HOW TO SERVE THE OTHER PARTY...

Proof of Service using the Nassau County Sheriff's Office Certified Special Process Server

Bring the following forms COMPLETED to Civil Clerk's Office for a clerk to sign:

- Form 12.910(a) Personal Summons
- Form 12.910(b) Process Service Memorandum

Once the forms are signed by the clerk, take the following:

- Copies of Filed Forms
- Summons
- Process Service Memorandum
- Service fee to be paid to the certified approved process server.
- Request a copy of the current approved Certified Process Servers when you file your case.

Proof of Service using Sheriff's Office OUTSIDE of Nassau County

IF the other party lives outside of Nassau County, **YOU MUST** mail or physically take your copied documents **including** the Summons; to the Sheriff's Office in the city/county/state where the other party lives.

You should contact the Sheriff's Office to determine the service fee, number of copies needed, and any other items they may require such as a self-addressed stamped envelope.