

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

CHECKLIST FOR:
PETITION FOR CHANGE OF NAME - FAMILY

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(f) Petition for Change of Name (Family)

NOTE:

- Separate supplemental forms must be filed for each adult and minor child(ren) included in the petition for change of family name. Petitioner(s) must initial supplemental forms at bottom of form.
- Provide Documentation of either the following:
 - Marriage Certificate (if more than one marriage, provide Certificate each time there was a name change)
 - Previous Name Change Court Order changed by court (provide each)
 - Minor child's name previously changed by court order

- 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 and email address has been provided on your documents and you do not supply envelopes with postage you will not receive a copy by U.S. mail you will only receive the final order 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 the Sheriff's Civil Process Unit
- 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.