

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