

# INSTRUCTIONS FOR FLORIDA SUPREME COURT APPROVED FAMILY LAW FORM 12.982(a), PETITION FOR CHANGE OF NAME (ADULT)

## When should this form be used?

This form should be used when an adult wants the court to change his or her name. This form is **not** to be used in connection with a divorce action. If you want a change of name because of a **dissolution of marriage** that is not yet final, the change of name should be done as part of that case.

This form should be typed or printed in black ink. After completing this form, you should sign the form before a **notary public** or **deputy clerk**. You should **file** the original with the **Clerk and Comptroller** in the county where you live and keep a copy for your records.

**NOTE:** Florida Statute 68.07 requires the Petition for Name Change to include a copy of the petitioner's fingerprints taken by a law enforcement agency, except where a former name is being restored. Prior to filing your petition, you may obtain a blank fingerprint card along with instructions from the Clerk and Comptroller's Office. There is a \$5.00 fee payable to the law enforcement agency for each person fingerprinted.

## What should I do next?

Next, you must obtain a **hearing** date for the court to consider your request. You should ask the Clerk & Comptroller, **family law intake staff**, or **judicial assistant** about the local procedure for setting a hearing. You may be required to attend the **final hearing**. Included in these forms is a **Final Judgment of Change of Name (Adult)**, Florida Supreme Court Approved Family Law Form 12.982(b), which the **judge** may use. You should check with the Clerk & Comptroller, family law intake staff, or judicial assistant, to see if you need to bring a **final judgment** form with you. If so, you should type or print the heading, including the circuit, county, case number, division, and the parties' names, and leave the rest blank for the judge to complete at your hearing or trial. If the judge grants your **petition**, he or she will sign this **final judgment**. This officially changes your name. The Clerk and Comptroller can provide you with **certified copies** of the signed judgment. There will be charges for the certified copies, and the Clerk and Comptroller can tell you how much those charges are.

## Where can I look for more information?

Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms. For further information, see section 68.07, Florida Statutes.

## Special notes...

The heading of the form calls for the name of the **petitioner**. Your current name should go there, as you are the one who is asking the court for something. The judicial circuit, case number, and division may be obtained from the Clerk and Comptroller's office when you file the petition.

It may be helpful to compile a list of all of the people and/or places that will need a copy of your final judgment. This list may include the driver's license office, social security office, banks, schools, etc. A list will help you know how many copies of your final judgment you should get from the Clerk and Comptroller after your hearing.

Remember that a person who is NOT an attorney is called a non-lawyer. If a non-lawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Non-lawyer**, Florida Family Law Rules of Procedure Form 12.900 (a), before he or she helps you. A non-lawyer helping you fill out these forms also **must** put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.