

JUDICIAL NAME CHANGE:

The procedure for a Judicial Name Change is set forth at section 6 of Act 1982, Dec. 16 P.L. 1309, No. 295.1. Outlined below is a general interpretation of the procedures for a Judicial Name Change in the State of Pennsylvania and the County of Chester.

FINGERPRINTS:

If the petitioner is thirteen (13) years or older, a fingerprint card is required to be filed with the petition. The Chester County Sheriff's Office, Pennsylvania State Police, and most local police departments may assist with fingerprinting. It is your responsibility to contact them. The Chester County Sheriff's Office is located at the Chester County Justice Center, 1st Floor, Suite 1202, (610) 344-6850.

NAME CHANGE PETITION:

The name change petition form is located on the Chester County website, chesco.org or at the Chester County Law Library, Chester County Justice Center, 201 West Market Street, 2nd Floor, Suite 2400. The petition is filed with the Prothonotary's office, Chester County Justice Center, 1st Floor, Suite 1425. The filing must include the fingerprint card and an 8 x 10 envelope, with postage. The Prothonotary will mail the petition and fingerprint card to the State Police. The State Police have sixty (60) days to return the report back to the Prothonotary's office.

HEARING DATE:

The petitioner will take the **filed** petition to Court Administration, Chester County Justice Center, 4th Floor, Suite 4100, to obtain the hearing date notice. After the hearing date is scheduled, the petitioner will file the hearing date notice with the Prothonotary's office. The hearing date is typically around ninety (90) days from the date of filing.

NAME SEARCH

A name search is required to inform the court of any outstanding debts or taxes a petitioner owes, and/or of any criminal conviction information, if applicable (some crimes preclude a name change). The petitioner must contact each of the following offices to arrange for the name search.

1. Recorder of Deeds, 313 W. Market Street, West Chester, Pa, Suite 3302, (610) 344-6330
2. Register of Wills/Clerk of Orphan's Court, Chester County Justice Center, Suite 2200, (610) 344-6335
3. Clerk of Courts, Chester County Justice Center, Suite 1400, (610) 344-6135

The petitioner will be asked to provide the hearing date, current name (the one to be changed), if the petition is for a minor or not, the name of any spouse and a contact name and phone number for any further questions.

PUBLICATION NOTICE:

The petitioner is directed to give notice of the name change hearing date by publication in the following newspapers and provide proof of publication at the hearing.

1. Notice **MUST** be published in the Chester County Law Reporter, 15 West Gay Street, 2nd Floor, West Chester, PA. (610) 692-1889; this is the official publication for Legal Notices for Chester County.
2. Notice **MUST ALSO** be published in one (1) of the following newspapers of general circulation within Chester County. Both are located at 390 Eagleview Blvd., Exton, PA.
 - A. Daily Local News, Legals@dailylocal.com.
 - B. Pottstown Mercury, Legals@pottsmmerc.com.

For more information, please contact the classifieds department at (610) 430-1199.

WAIVER OF PUBLICATION AND SEALING OF THE RECORD:

If the petitioner wishes to waive the requirements of publication and to seal the record, please see question No. 5 (b) of the name change petition. You must include the Order to Waive the Publication and Seal the Record.

ON THE DAY OF THE HEARING:

Prior to the hearing, the petitioner must collect the prepared name search certificates at the following three (3) offices; Clerk of Courts, Register of Wills/Clerk of Orphan's Court and Recorder of Deeds.

FEES:

Various fees apply to the steps outlined above. The petitioner may contact each office for specific information on their fees. Any late and/or same day requests may require additional fees and/or be denied. The petitioner must verify with each department if they accept personal checks or credit cards.

IN RE:
IN THE MATTER OF
PETITION FOR THE CHANGE
OF NAME OF MINOR CHILD

IN THE COURT OF COMMON PLEAS
CHESTER COUNTY, PENNSYLVANIA
CIVIL ACTION – NAME CHANGE

(Current Name of Minor Child)

(Docket Number)

PETITION FOR CHANGE OF NAME OF MINOR

The Petitioner, [insert name] is the
[insert relationship to child] and desires, pursuant to

54 Pa. Cons. Stat. § 701 et seq. for the change the name of:

1. Current Name of Minor _____

2. Age of Minor _____ years old Date of Birth: _____

2. Proposed Name of Minor: _____

3. Reason for Requested Name Change: _____

4. Minor Child has resided at the following locations during the past five (5) years:

Current Address: _____

County of Current Residence: _____

Dates From: _____ To: _____

Prior Address: _____

County of Prior Residence: _____

Dates From: _____ To: _____

Prior Address: _____

County of Prior Residence: _____

Dates From: _____ To: _____

5. Petitioner will (please check one below):

(a) publish in one newspaper of general circulation in Chester County and in the Chester County Law Reporter notice that this petition has been filed and of the date set for the hearing on this petition. Unless petitioner has requested waiver of the notice requirement and such request is granted by order of court, proof of publication of all notices shall be submitted to the Court at the hearing on this petition.

or

(b) and hereby does request a waiver of requirements of publication pursuant to 54 Pa C.S. § 701 (a)(iii) based upon a concern for the safety of myself or my child or ward. Set forth the reasons why publication of notice would jeopardize the safety of petitioner or his or her or their child or ward:

In addition, Petitioner shall give written notice of the filing of this petition and the date and time of any scheduled hearing on this Petition to any non-petitioning parent of a child whose name may be affected by these proceedings.

6. The Petitioner will provide proof of official searches of the required offices of all counties in which Minor Child has resided within the last five (5) years prior to filing the petition showing there are no judgments, decrees of record of other similar matters against Minor Child. Petitioner certifies that there are no creditors or other persons who will be defrauded or adversely affected by said change of name. Proof of these searches shall be submitted to the Court at the hearing on this petition.

WHEREFORE, Petitioner respectfully requests this Court to enter an Order granting the Change of Name.

Date

Petitioner

IN RE

THE MATTER OF PETITION

FOR CHANGE OF NAME OF

(Current Name of Petitioner or Minor Child)

IN THE COURT OF COMMON PLEAS

CHESTER COUNTY, PENNSYLVANIA

CIVIL ACTION – NAME CHANGE

(Docket Number)

ORDER

AND NOW, this ____ day of _____, 20____, on consideration of the attached petition of _____ for change of name, and upon presentation of proof of Publication as required by law, together with proof that there are no judgments or decrees of record or any other matter of like character against the petitioner, and it is appearing that there is no lawful objection to the request of the petitioner, it is found as a fact that the requirement of 54 Pa. C.S. § 701 has been satisfied and the name of: _____ is changed to _____.

BY THE COURT:

J.