

Getting Started

Request for Name Change (Adult)

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to change your name as an adult. Your use of the forms does not guarantee you will be successful in court.

To learn how to fill out the forms and file them with the court, read the HOW TO CHANGE YOUR NAME (for an Adult) instruction sheet and the instructions on the forms.

Names of forms:	<ul style="list-style-type: none">• Request for Name Change (Adult)• Notice of Filing Request for Name Change• Order for Name Change
Purpose of the forms:	Ask the court for a name change.
Types of cases the forms CAN be used for:	Cases asking the court to change the name of 1 adult only.
Types of cases the forms CANNOT be used for:	<ul style="list-style-type: none">• Cases asking the court to change your name if you are less than 18 years old.• Cases asking the court to change your name if you have not lived in Illinois continuously for 6 months.• Cases asking the court to change the name of more than 1 adult.• Cases asking the court to change the name of minor children.
Special information or papers needed to complete the forms:	Papers relating to your criminal record if you have one. A criminal record may prevent the court from changing your name.
Statutes covering the forms:	735 Illinois Compiled Statutes, section 5/21-101 through section 5/21-104
For more information:	Read the HOW TO CHANGE YOUR NAME (for an Adult) instruction sheet that comes with these forms. You may also find more information and resources at the courthouse or by going to www.illinoislegalaid.org .

In 10, describe what you were convicted of or placed on probation for, if you checked "have" in 7, 8, or 9.

10. If you have been convicted or placed on probation for any crime, describe the following on
- the felony or misdemeanor;
 - the date you were convicted or placed on probation;
 - the sentence you received (include parole and supervised release);
 - the date you completed the sentence; and
 - whether you were pardoned.

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you know to be false is a Class 3 Felony.

After you finish this form, sign and print your current name.

Enter your complete current address and telephone number.

I certify that everything above is true and correct to the best of my knowledge.

Your Signature

Street Address

Your Current Name

City, State, ZIP

Telephone

STOP!

This section should be filled out by someone else, not the person asking for a name change.

Witness: Enter your full name.

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a false statement that you do not believe to be true on this form is a Class 3 Felony.

Witness: Sign and print your name.

Witness: Enter your complete address.

VERIFICATION BY WITNESS

I, _____
First Middle Last

certify that what is stated above is true and correct to the best of my knowledge and belief.

Witness Signature

Witness Name

Street Address

City, State, ZIP

This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois courts.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY		NOTICE FOR FILING A REQUEST FOR NAME CHANGE (ADULT)	<i>For Court Use Only</i>
Instructions	Request of: _____ <i>Your current name (First, middle, last name)</i>		Case Number _____
Enter above the county name where you will file this case.			
Enter your current name.			
STOP! The Circuit Clerk will add a Case Number.			

There will be a court hearing on my request to change my name from:

Enter your current full name.

_____ *First Middle Last*

Enter the new full name you would like.

to the new name of:

_____ *First Middle Last*

The court hearing will be held:

on _____ at _____ a.m. p.m.,
Date Time

at _____
Street Address City County

in Courtroom # _____
Room Number

Your Signature

Your Current Name

STOP!
Get the hearing date and time from the Circuit Clerk when you file the Request for Name Change. Make sure the date is at least 8 weeks after the date you bring this form to the Circuit Clerk.

Enter the address of the court and the court room number.

Sign your current name

Print your current name.

Take this form to a newspaper to publish once a week for 3 weeks.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY		ORDER FOR NAME CHANGE (ADULT)	<i>For Court Use Only</i>
Instructions	Request of: _____ Your current name (<i>First, middle, last name</i>)		_____ Case Number
Enter above the county name where you will file this case.			
Enter your current name.			
STOP! The Circuit Clerk will add a Case Number.			

The Court reviewed your Request for Name Change and finds:

STOP!
Do not check any boxes on this form. The judge will check the correct boxes at the hearing.

- The Court has jurisdiction.
- Correct notice was done by newspaper publication.

IT IS ORDERED:

- The Request for Name Change is GRANTED.

The name of:

First Middle Last

is changed to:

First Middle Last

- The Request for Name Change is DENIED.

ENTERED:

Judge

Date

Enter your current full name.

Enter the new full name you would like.

STOP!
Leave Judge and Date blank. The judge will sign here.