

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF MULTNOMAH**

FORMS & INSTRUCTIONS FOR CHANGE OF NAME (OF AN ADULT) (ORS 33.410 TO 33.440 & UTCR 9.320 & SLR 8.155)

To use these forms you must be a resident of Multnomah County and at least 18 years of age.

CHANGING YOUR NAME

Changing your legal name is a simple court process involving three steps:

- (1) posting a public notice of the proposed change in the courthouse for at least 14 days;
- (2) appearing briefly before a Judge who will sign the name change judgment; and
- (3) posting public notice of the name change for your new name to become official.

FORMS IN PACKET

- | | |
|---|----------|
| (1) PETITION FOR NAME CHANGE (ADULT) | (FORM 1) |
| (2) DECLARATION SUPPORTING PETITION TO CHANGE NAME | (FORM 2) |
| (3) NOTICE OF NAME CHANGE HEARING (ADULT) | (FORM 3) |
| (4) AFFIDAVIT OF POSTING NOTICE of NAME CHANGE HEARING (ADULT) | (FORM 4) |
| (5) GENERAL JUDGMENT OF NAME CHANGE (ADULT) | (FORM 5) |
| (6) NOTICE OF GENERAL JUDGMENT OF NAME CHANGE (ADULT) | (FORM 6) |
| (7) AFFIDAVIT OF POSTING NOTICE of NAME CHANGE JUDGMENT (ADULT) | (FORM 7) |

FEES:

The fee for the forms packet provided by the court is \$1.25. The court fee for filing a name change petition is \$111.00. The charge for one certified copy of the General Judgment of Name Change is \$5.00.

INSTRUCTIONS

Please read all instructions carefully. **USE BLUE OR BLACK INK ONLY ON THE FORMS. DO NOT FILL OUT ALL THE FORMS AT ONCE. YOU WILL NEED TO COMPLETE THE FORMS AS YOU COMPLETE THE STEPS.** These are legal documents that must not contain mistakes. Do not alter the documents.

First Visit To Courthouse

STEP 1: PREPARING YOUR CASE.

- a. Fill out the PETITION FOR NAME CHANGE (Form 1). Please type or print clearly.
- b. Fill out the DECLARATION SUPPORTING PETITION TO CHANGE NAME (Form 2).

- i. Please type or print clearly.
 - ii. If you need additional space to complete Form 2 please add extra pages.
- c. Bring one form of valid photo identification, current (not expired), state or federal issued. Show it to the court clerk in room 211, as well as forms 1 and 2.
- d. The clerk will swear you in and watch you sign Form 1.

STOP: DO NOT FILL OUT ANY MORE FORMS AT THIS TIME

STEP 2: FILING YOUR CASE

- a. Go to the cashier, located in Room 210 of the Multnomah County Courthouse. Pay the \$5.00 certified copy fee and the \$111.00 court filing fee.
- b. The cashier will give you a case number, and keep forms 1 and 2. The cashier will put the case number on all seven forms.

STEP 3: SETTING YOUR HEARING

- a. Complete the NOTICE OF NAME CHANGE HEARING (Form 3). Leave the following spaces blank: date and time of hearing.
- b. Take Form 3 back to Room 211. Use the telephone on the table and dial 83185. Ask for a Name Change hearing date for an adult.
- c. Fill in the hearing date and time on Form 3.
- d. Post Form 3 on the IDENTITY CHANGE POSTINGS bulletin board in Room 211. This form must remain posted for at least fourteen (14) full days prior to the hearing.

YOU MAY NOW LEAVE THE COURTHOUSE.

RETURN ON YOUR HEARING DATE.

Second Visit to Courthouse on the Hearing Date

Bring your photo identification and the rest of your forms with you.

STEP 4: PREPARING FOR COURT

- a. Remove Form 3 NOTICE OF NAME CHANGE HEARING from the bulletin board in Room 211.

- b. Complete the AFFIDAVIT OF POSTING NOTICE OF NAME CHANGE HEARING (Form 4).
- c. Complete the GENERAL JUDGMENT of NAME CHANGE (Form 5). Leave the following spaces blank: Judge's signature line and date. At the hearing, the Judge will decide whether there is any reason not to sign the judgment.
- d. Sign form 4 in front of the Family Law Clerk in Room 211. The Family Law Clerk in Room 211 will direct you to the appropriate courtroom. Take forms 3, 4 and 5 to the court hearing. **(Make sure forms 3, 4 and 5 are complete before seeing the judge.)**

STEP 5: YOUR HEARING

- a. You will have a brief hearing with the judge. After your court hearing, the Judge will keep forms 3, 4, and 5 and instruct you to return to Room 211 to complete the process.

STEP 6: AFTER YOUR HEARING

- a. Fill out the NOTICE OF GENERAL JUDGMENT of NAME CHANGE (Form 6).
- b. Post Form 6 on the small bulletin board in Room 211. (The board is clearly marked.)
- c. Fill out the AFFIDAVIT OF POSTING NOTICE OF GENERAL JUDGMENT (Form 7). Sign this in front of the Family Law Clerk in Room 211. The Family Law Clerk will keep Form 7 and file it with the court.

IF YOU WANT MORE THAN ONE COPY OF YOUR NAME CHANGE JUDGMENT, PAY THE COURT CASHIER FOR THEM. EACH CERTIFIED COPY IS \$5.00.

A certified copy of your General Judgment of Name Change will be mailed to you within one week of your hearing.

You can use a certified copy of your General Judgment of Name Change as official proof of the name changes for public agencies or as you might otherwise need.

Providing a copy to The Center for Health Statistics , P.O. Box 14050, Portland, OR 97239-0050, to change your birth certificate will be useful only if you were born in Oregon. If you were born in another state, you will need to contact that state to find out that state's requirements. Oregon Vital Statistics website info is available at:

<http://public.health.oregon.gov/BirthDeathCertificates/ChangeVitalRecords/Pages/CourtOrderNameChange.aspx>

FORM 1

IN THE CIRCUIT COURT OF THE STATE OF OREGON
For Multnomah County

In the Matter of the Change of Name of:

Your Present Name – Last, First, Middle Petitioner

to

Your New Name – Last, First, Middle

Case No. _____

PETITION FOR NAME CHANGE (ADULT)

I request a General Judgment changing my name from: _____
Your present name - Last, First, Middle

to: _____
Your new name - Last, First, Middle

I also request that a hearing be scheduled with the court concerning my Petition. I am age 18 or older and reside in Multnomah County.

Petitioner's Signature (Present Name)

Address (or contact address)

City/State/Zip

Telephone Number

State of Oregon)
County of Multnomah) ss.

I, _____, being first sworn on oath, do hereby declare that I am the
Petitioner in this case. I have read this Petition. The statements in the Petition are true.

Petitioner's Signature (present name)

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Court Clerk/Notary Public for Oregon
My commission expires: _____

FORM 2

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF MULTNOMAH

In the Matter of the Change of Name of:

Case No. _____

Your Present Name – Last, First, Middle Petitioner
to

**DECLARATION SUPPORTING PETITION TO
CHANGE NAME**

Your New Name – Last, First, Middle

I am the Petitioner (applicant) in this case. All of the following statements are true:

1. I have have not been convicted of a crime. I have been convicted of:
Name of County State Year Convicted Convicted of:

2. I am am not required to register as a sex offender.

3. I do not have a domestic violence, restraining order, stalking order, or no-contact order in effect against me in Oregon or in any other state or tribe except for:

Name of County State Date Issued Type of Case:

4. I do do not have a obligation to pay child support or to pay off child support arrearages.

5. I have have not used other names. My former or other names are: _____

Certificate of Document Preparation. Check all that apply:

- I chose this form for myself and completed it without paid help.
 A legal help organization helped me choose or complete this form, but I did not pay money to anyone.
 I paid (or will pay) _____ for help choosing, completing, or reviewing this form.

I further declare that all the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury

Date

Signature

Name (printed)

Contact Address

City, State, ZIP

Contact Phone

FORM 3

IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of:

Your Present Name – Last, First, Middle Petitioner
to

Your New Name – Last, First, Middle

Case No. _____

NOTICE OF NAME CHANGE HEARING (Adult)

Based upon the Petition filed in this case, the Court will consider the name change request of the Petitioner on the _____ day of _____, 20 ____, at _____ a.m. in Room 211 of the of the Multnomah County Courthouse, located at: 1021 SW 4th Ave., Portland, Oregon.

This written notice of the time, place, and purpose of this hearing is being posted in a public place located in Multnomah County, Oregon, for at least fourteen (14) days prior to the hearing, beginning on _____ (*today's date*), and ending on _____ (*date of hearing*).

This posting shall be filed as proof of public notice before the hearing.

Dated this _____ day of _____, 20 ____.

Signature of Petitioner (Present Name)

FORM 5

IN THE CIRCUIT COURT OF THE STATE OF OREGON
For Multnomah County

In the Matter of the Change of Name of:

Your Present Name – Last, First, Middle Petitioner
to

Your New Name – Last, First, Middle

Case No. _____

**GENERAL JUDGMENT OF NAME CHANGE
(Adult)**

Based on the Petition, and the court finding that proper notice to interested parties has been given and no person has shown cause why the requested General Judgment should not be granted,

IT IS HEREBY ORDERED AND ADJUDGED:

The name of _____ is hereby changed to
Present Name - Last, First, Middle

_____. Notice of the name change shall be posted in
Your new name - Last, First, Middle

a public place in Multnomah County as required by law.

DATED this _____ day of _____, 20 ____ .

Circuit Court Judge

Name

Address (or contact address)

City, State, Zip Telephone

Number of Certified Copies of the Name Change Judgment requested: _____

FORM 6

IN THE CIRCUIT COURT OF THE STATE OF OREGON
For Multnomah County

In the Matter of the Change of Name of:

Case No. _____

Your Present Name – Last, First, Middle Petitioner
to

**NOTICE OF GENERAL JUDGMENT OF NAME
CHANGE (Adult)**

Your New Name – Last, First, Middle

TO ALL INTERESTED PERSONS:

This notice is posted to advise all persons that a General Judgment of Name Change was signed in this case on the date below. This Judgment changed the Petitioner's name.

Date of posting: _____, 20 _____.

Signature of Petitioner (Former Name)

Type or print your former name

FORM 7

IN THE CIRCUIT COURT OF THE STATE OF OREGON
For Multnomah County

In the Matter of the Change of Name of:

Case No. _____

Your Present Name – Last, First, Middle Petitioner
to

**AFFIDAVIT OF POSTING NOTICE OF NAME
CHANGE HEARING (Adult)**

Your New Name – Last, First, Middle

STATE OF OREGON)
County of Multnomah) ss.

I, _____ being first duly sworn, do hereby declare:
Your New Name

On _____ (*date*), I posted written notice of the signing of the
General Judgment of Name Change in this case. I posted this notice on the Multnomah County
Courthouse Bulletin Board, located in Room 211 on the second floor of the courthouse, at the
following address: 1021 SW 4th Avenue, Portland, Oregon.

Signature of Petitioner (New Name)

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Court Clerk/Notary Public for Oregon
My commission expires: _____