



Adult Name Change Process

54 Pa.C.S.A. § 701 et seq.

An adult (age 18 and over) who wishes to change their name must file a petition in the Court of Common Pleas. You, the petitioner, must live in the City and County of Philadelphia.

Note: Name change petitions for minors (age 17 and under) are filed with the Clerk of Family Court at 1501 Arch Street, 11th floor – (215)686-3805.

You can expect to have a conference hearing scheduled within ninety (90) days from filing and to incur costs that could exceed \$900.00 to complete the process requirements.

Note: Any fees paid to court offices must be made by cash, credit card (with valid identification) or money order.

The following step-by-step guide should be followed to complete the process.

Step One – Fingerprints

You are required to obtain a set of fingerprints. The court cannot recommend any specific place where you can get fingerprinted. A quick search of the web will return places in your area.

Note: It is important to obtain a set of fingerprints before you proceed to the next step.

Step Two – File a Petition

Go to the court's web-site and fill out the forms. Click this link: [Name Change Petition Form](#) or find the forms in the *Motions and Petitions Filing Forms* area under *Court of Common Pleas Trial Division – Civil* here: www.philacourts.us/forms.

Bring the completed forms and the following to the *Civil Filing Center* located in room 296, City Hall, Philadelphia PA 19107:

- ❖ A copy of your birth certificate
- ❖ A copy of your social security card
- ❖ State-issued photo identification
- ❖ The original fingerprint card
- ❖ Filing fee of **\$333.23** payable by credit card, cash or money order. **Personal checks are not accepted.**

Step Three – Public Notification

Once you have received the formal notice that your petition is scheduled for a hearing, you must notify the public you have filed a petition to change your name by posting a notice in two newspapers of general circulation. The form of notice is page 6 of the [Name Change Petition Form](#).

- ❖ One notice must be published in The Legal Intelligencer (215)557-2300.
- ❖ The second notice must be published in another publication of general circulation in Philadelphia. A list of suggested publications can be provided upon request.

Step Four – Judgment Searches

You must obtain searches in Philadelphia and any other county where they resided in the past five (5) years to show whether or not there are any judgments, decrees or other matters against you. You must contact other counties to obtain the certified judgment searches or hire an agency/company to do the searches for you.

The searches for Philadelphia must be obtained from:

- ❖ *Family Court – Customer Service Unit* – 1501 Arch Street, 8th floor. Cost = **\$20.00**.
- ❖ *Office of Judicial Records – Civil Filing Center* – Room 296, City Hall. Cost = **\$58.52**.

Note: Bring a copy of your filed petition and court order for hearing to each of the offices where the searches must be completed.

Note: Searches must be completed within thirty (30) of the hearing. DO NOT get your searches done TOO EARLY. Wait until under thirty (30) days before hearing date.

Step Five – Conference Hearing

Bring all documents including proof of the publication announcements and all search results including the *Family Court* and *Office of Judicial Records* searches.

A Hearing Officer will review the required paperwork and discuss any issues with any of the documents presented. At the conclusion of the conference hearing, the Officer will make a recommendation to a judge. Following the recommendation, a decree may be entered and mailed to the petitioner or a new hearing with a judge may be scheduled.

Step Six – Certification of Decree

If your petition is granted, you will receive five (5) certified copies of the decree in the mail. There will be no fee assessed for these certified copies. However, if more certified copies are needed, you must request additional certified copies of the decree from the *Civil Filing Center* in room 296, City Hall, Philadelphia PA 19107. The cost to obtain additional certified copies is \$41.58 for each additional copy. Having certified copies of the decree is important and necessary for updating your social security card, driver's license and passport among other pieces of identification.

**If you have questions about any of the steps, please call the
Discovery Court Program at (215)686-7914.**

Court of Common Pleas of Philadelphia County

Trial Division

Civil Cover Sheet

For Office of Judicial Records Use Only (Docket Number)

PLAINTIFF'S NAME In Re:		DEFENDANT'S NAME
PLAINTIFF'S ADDRESS		DEFENDANT'S ADDRESS
PLAINTIFF'S NAME		DEFENDANT'S NAME
PLAINTIFF'S ADDRESS		DEFENDANT'S ADDRESS
PLAINTIFF'S NAME		DEFENDANT'S NAME
PLAINTIFF'S ADDRESS		DEFENDANT'S ADDRESS

TOTAL NUMBER OF PLAINTIFFS	TOTAL NO. OF DEFENDANTS	COMMENCEMENT OF ACTION
		Complaint Petition Action Notice of Appeal Writ of Summons
		Transfer From Other Jurisdictions

AMOUNT IN CONTROVERSY \$50,000.00 or less More than \$50,000.00	COURT PROGRAMS
	Arbitration Mass Tort Commerce Settlement
	Jury Savings Action Minor Court Appeal Minors
	Non-Jury Petition Statutory Appeals W/D/Survival
	Other: _____

CASE TYPE AND CODE (SEE INSTRUCTIONS)

8C NAME CHANGE - ADULT

STATUTORY BASIS FOR CAUSE OF ACTION (SEE INSTRUCTIONS)

RELATED PENDING CASES (LIST BY CASE CAPTION AND DOCKET NUMBER)	IS CASE SUBJECT TO COORDINATION ORDER?
_____	Yes No

TO THE OFFICE OF JUDICIAL RECORDS:

Kindly enter my appearance on behalf of Plaintiff/Petitioner/Appellant: Papers may be served at the address set forth below.

NAME OF PLAINTIFF'S/PETITIONER'S/APPELLANT'S ATTORNEY		ADDRESS (SEE INSTRUCTIONS)
PHONE NUMBER	FAX NUMBER	
SUPREME COURT IDENTIFICATION NO.		E-MAIL ADDRESS
SIGNATURE		DATE

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
TRIAL DIVISION—CIVIL**

Name

Address

City, State & Zip Code

Telephone Number

**IN THE MATTER OF
PETITION FOR CHANGE OF
NAME OF**

:
:
:
:
:
:
:
:

TERM, _____

NO. _____

PETITION FOR CHANGE OF NAME

TO THE HONORABLE, THE JUDGES OF SAID COURT:

The Petition of _____, Petitioner, respectfully
represents:

1. Petitioner, _____, is seeking a change of
name for the following reasons:

2. Petitioner has resided at the following address(es): _____

for _____ years prior to filing of this petition.

3. There are no judgments or decrees of like character of record against Petitioner.

WHEREFORE, Petitioner respectfully requests this Court, pursuant to the Act of December 16, 1982, P.L. 1309, No. 295, Section 2, 54 Pa. Cons. Stat. Section 702, for the following:

- a. To fix a hearing on this Petition;
- b. To direct that notice be given of this Petition and hearing; and,
- c. To enter a decree changing the Petitioner's name from

_____ to _____.

This Petition for Change of Name is respectfully submitted by:

(Please print name)

Signature of Petitioner

Date: _____

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
TRIAL DIVISION—CIVIL**

IN THE MATTER OF : _____ **TERM,** _____
PETITION FOR CHANGE OF :
NAME OF :
 :
 :
 :
 :
 : **NO.** _____

VERIFICATION

I, _____, Petitioner herein, hereby verify that the information contained in the Petition for Change of Name is true and correct to the best of my knowledge, information and belief. This verification is made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Petitioner

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
TRIAL DIVISION—CIVIL**

IN THE MATTER OF : _____ **TERM,** _____
PETITION FOR CHANGE OF :
NAME OF :
 :
 :
 :
 :
 :
 :
 :
 : _____ **NO.** _____

ORDER FOR PUBLICATION

AND NOW, this _____ day of _____, 2020, on motion of the above named Petitioner, it is **ORDERED** and **DECREED** that the within Petition for Change of Name be heard on the _____ day of _____, 2020, in Courtroom 691, City Hall, Philadelphia, Pa., at _____, and that notice of the filing of the within petition and of the aforesaid date of hearing be published in *The Legal Intelligencer*, and a paper of general circulation.

BY THE COURT:

J.

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
TRIAL DIVISION—CIVIL**

IN THE MATTER OF : _____ **TERM,** _____
PETITION FOR CHANGE OF :
NAME OF :
 :
 :
 :
 :
 : **NO.** _____

NOTICE OF NAME CHANGE

NOTICE

NOTICE IS HEREBY GIVEN that on the _____ day of _____, 2020, the Petition for Change of Name, filed by Petitioner, _____, was filed in the above-named Court, praying for a decree to change his/her name to _____.

The Court has fixed _____, at _____ o'clock ____ .m., in _____, Philadelphia, Pa., as the time and place for the hearing of said Petition, when and where all persons interested may appear and show cause, if any they have, why the prayer of the said petition should not be granted.

Petitioner

**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
TRIAL DIVISION—CIVIL**

IN THE MATTER OF : _____ **TERM,** _____
PETITION FOR CHANGE OF :
NAME OF :
 :
 :
 :
 :
 : **NO.** _____

DECREE FOR CHANGE OF NAME

AND NOW, this _____ day of _____, 2020, on hearing of the within Petition, and on motion of Petitioner, and on presentation of proof of publication of notice as required by law together with proof that there are no judgments or decrees of record or any other matter of like effect against the petitioner, and it appearing that there is no legal objection to the granting of the prayer of the petition,

IT IS HEREBY ORDERED and DECREED that the name of the Petitioner be and is hereby changed to _____.

BY THE COURT:

J.