

ADULT CHANGE OF NAME

1. OBTAIN THE FOLLOWING FORMS WHICH HAVE TO BE COMPLETED:

- a. Petition for Change of Name (2 copies)
- b. Notice of Publication (2 copies)
- c. Decree for Change of Name (3 copies)

2. FILE THE PETITION FOR NAME CHANGE WITH THE CIRCUIT CLERK AND OBTAIN A HEARING DATE AND TIME FROM THE CLERK. THE CLERK REQUIRES A FEE OF \$231.00 TO FILE THE CASE. PAYMENT MUST BE CASH, CHECK, MONEY ORDER, OR PERSONAL CHECK. OUR HOURS ARE MONDAY-FRIDAY, 8:30 A.M. TO 4:30 P.M. EXCEPT FOR LEGAL HOLIDAYS.

3. PUBLISH YOUR INTENTION TO CHANGE YOUR NAME IN A NEWSPAPER OF GENERAL CIRCULATION IN McLEAN COUNTY FOR THREE SUCCESSIVE WEEKS.

- a. Go to the newspaper and arrange for publication. Bring (2) copies of a completed notice of publication form and be prepared to pay the publication costs (call newspaper to find out the cost).
Give the newspaper one copy of the notice and keep the other for your own records.
- b. Tell the newspaper your hearing date, the time, the judge and the courtroom. The hearing date must at least six weeks after the first publication appears in the newspaper.
- c. After publication is completed, the newspaper will mail you a “certificate of publication”. File the certificate with the Circuit Clerk prior to the hearing date. Bring the decree to the hearing. After court, return to the Circuit Clerk’s office to obtain certified copies of the decree (one copy is free and a \$7.00 fee is charged for each additional certified copy).

NOTE: SIGNATURES MUST BE NOTARIZED. DO NOT SIGN THE PETITIONS WITHOUT A NOTARY PRESENT AND PLEASE HAVE A PHOTO ID. THE CIRCUIT CLERK’S OFFICE HAS NOTARIES AVAILABLE.

4. TO CHANGE YOUR BIRTH CERTIFICATE TO YOUR NEW NAME:

- a. If you were born in the state of Illinois, mail a certified copy of the decree and money order for \$15.00 to:

The Bureau of Vital Statistics
State of Illinois – Department of Health
Springfield, IL 62706

- b. If your were born outside of Illinois, contact the office that keeps the birth records in the state which you were born to find out the proper procedures and fees.