

MINOR CHANGE OF NAME

1. OBTAIN AND COMPLETE THE FOLLOWING FORMS:
 - a. Petition for Change of Name (3 copies)
 - b. Decree of Change of Name (3 copies)
 - c. Notice of Hearing (4copies)
-Notice of Hearing is used when the natural parents are not living together.
 - d. Notice of Publication (2 copies)
-Notice of Publication is used when the whereabouts of the non-custodial parent is unknown.
2. If the parents of the minor are **in agreement to the name change**, they will submit to the Circuit Clerk the Petition for Change of Name and pay \$231.00. Cash, money orders or personal checks are accepted. A hearing date and time will be scheduled by the clerk. Parents will appear at the assigned date and time in the courtroom specified. After court, return to the Circuit Clerk's Office to obtain certified copies of the decree (one copy if free and a \$7.00 fee is charged for each additional copy. Payment can be cash, money order or personal check).
3. If the parents of the minor are **not living together**, the custodial parent must file the petition along with a notice of hearing and personally serve the non-custodial parent with a copy of the notice of hearing and the petition by the sheriff. At the time of filing the petition, a court date will be set by the clerk and the \$231.00 fee paid in cash, money order or personal check. On the set court date, parent(s) will appear in the assigned courtroom. After court, return to the Circuit Clerk's Office to obtain certified copies of the decree (one copy if free and a \$7.00 fee is charged for each additional certified copy. Payment can be cash, money order or personal check).
4. If the **whereabouts of the non-custodial parent is unknown** file the petition for name change with the Circuit Clerk and obtain a hearing date and time from the clerk. The custodial parent must give notice by publication to the non-custodial parent pursuant to 735 ILCS 5/2-206. This also requires filing of an affidavit by the custodial parent in accordance with 735 ILCS 5/2-206. Publication may be in any newspaper with general circulation throughout McLean County. Contact the newspaper to find out the appropriate fee they require. The newspaper will need the "Notice of Publication" found in this packet.

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 NOARIES AVAILABLE.

5. 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.

