

# HOW TO CHANGE THE NAME OF AN ADULT IN FULTON COUNTY

Name changes are governed by O.C.G.A. §19-12-1. There are two sets of forms available for name changes. One set is for adults (i.e., 18 years old or older) who want to change their own name (NAME CHANGE OF ADULT). The other set is for people who want to change the name of a minor child(ren) (NAME CHANGE OF A MINOR CHILD OR CHILDREN). Decide which set of forms you need to use and follow the instructions accordingly. **THIS SET OF FORMS IS FOR A NAME CHANGE OF AN ADULT. YOU MUST HAVE LIVED IN FULTON COUNTY FOR A LEAST SIX MONTHS PRIOR TO FILING THIS PETITION TO CHANGE THE NAME OF AN ADULT IN FULTON COUNTY, GEORGIA.**

- STEP 1:** Fill out the Petition to Change Name (of an Adult)
- STEP 2:** Fill out the Verification form
- STEP 3:** Fill out the Domestic Relations Initiation Form
- STEP 4:** Fill out the Notice of Petition to Change Name form
- STEP 5:** Make a copy of each of the forms
- STEP 6:** File the forms with the Clerk of the Superior Court and obtain court date.
- STEP 7:** Publish Notice
- STEP 8:** Appear on scheduled court date to obtain final ruling.
- STEP 9:** Final Decree will be filed with the Clerk of the Superior Court, and a certified copy(ies) can be obtained at that time (for a nominal fee).

- 1 **Fill out the Petition to Change Name (of an Adult):**
  - A. Write your current name next to the word, "Petitioner:." You should not fill in the blank next to "Civil Action File No:." because the clerk will assign your case a number when you file the Petition, and the clerk will fill that number in for you. This top part of the form is called the "style" of the case.
  - B. Paragraph 1: Write your current, full name, your residential address, telephone number, and the year and place of your birth where indicated.
  - C. Paragraph 2: Write the complete new name that you want to be changed to. Do not substitute initials for a full name.
  - D. Paragraph 3: Briefly explain why you want to change your name where indicated.
  - E. Sign and date.
  
- 2 **Fill out the Verification form to go with the Petition:**
  - A. Write your current name next to the word "Petitioner".
  - B. Write your current name after the words "My name is".
  - C. Where it says: This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, fill in the date, month and year where indicated.
  - D. Sign your name. Then Write your name on the following line, and fill in your address and telephone number.

- E. You will need to have a notary notarize the verification form for you.
- 3 **Fill out the Notice of Petition to Change Name form** as follows:
- A. Write your current name next to the word “Petitioner”.
  - B. Write your current name.
  - C. Write the date that you filed the Petition.
  - D. Write the month and year that you filed the Petition.
  - E. Write your current name.
  - F. Write your new name (the name that you want the court to change your name to). Write your full name (not initials) including any middle names.
  - G. Write the date that you are signing this document (it may be the same date that you file it).
  - H. Write the month and year that you are signing this document.
  - I. Then sign your name and Write your name, address, and telephone number.
- 4 **Make one copy of each of the forms.** You may want to keep a copy for your records.
- 5 **Publishing Notice:** This notice (Notice of Petition to Change Name form) must be published once a week for four weeks in the Fulton County Daily Report. There is a fee for publication. Check with the Clerk of Superior Court for the amount of the fee. Be sure to include your name and address so that the Fulton County Daily Report can mail you proof that the notice was published.
- 6 **File the forms you just filled out.** To begin the process, the Petition, the Verification, and the Notice of Petition to Change Name forms must be filed in the clerk’s office in the county of the Petitioner’s residence. There is a filing fee. Please check with the clerk’s office for the amount of the fee and follow the clerk’s instructions for filing or efile.
- 7 **Obtaining your Final Decree.** A court date will be assigned at the time of filing. The notice must have been published once a week for four (4) weeks prior to the assigned court date. If for any reason this does not happen, the court date may be reset to a later date. Be sure you appear at ALL scheduled court date(s). Bring the following items to your court date:
- Photo Identification
  - Publisher’s Affidavit
8. **Final Decree.** A certified copy of the final decree can be obtained from the Clerk of the Superior court. This is proof that your name has officially changed.