

## Adult Change of Name

1. Obtain and complete the following forms:
  - a) Notice of Publication (2 copies)
  - b) Petition for Change of Name
  - c) Decree of Change of Name (3 copies)
2. File your Petition for Change of Name in the Circuit Clerk's Office. Your Petition has to be notarized prior to filing. The Clerk requires a filing fee of \$271.00 in cash, money order or credit card. No personal checks are accepted. The Circuit Clerk will give you a date to appear in court to hear your Petition. This date must be at least six weeks after the first publication appears in the newspaper. This date can be any day Monday through Friday at 9:00 am or 1:30 pm.
3. Next you have to publish your intention to change your name in a newspaper of general circulation in Lake County. Present the Notice of Publication form to the newspaper. There is a publication cost. You will have to contact the newspaper to find out what the cost is. The Notice has to be published for three consecutive weeks **after** the Petition is filed, with the first insertion at least six weeks before your court date.
4. After publication is completed, the newspaper will mail you a Certificate of Publication. Make sure you take this Certificate with you to the Court hearing.
5. After your court hearing, go to the Circuit Clerk's Office to obtain certified copies of your Change of Name Decree. The fee is \$6.00 for the first certified copy and \$15.00 for each additional copy. The Clerk accepts payment in cash, money order or credit card only. No personal checks are accepted.
6. Changing your birth certificate to your new name:
  - a) If born in Illinois, mail a certified copy of the Decree and a \$15.00 money order to: The Bureau of Vital Statistics, State of Illinois, Department of Health, Springfield, Illinois, 62706.
  - b) If born outside of Illinois, contact the office which keeps the birth records for the state in which you were born for procedures and the appropriate fees.