

Minor Change of Name

1. Obtain and complete the following forms:
 - a) Petition for Change of Name (2 copies)
 - b) Decree of Change of Name (3 copies)
 - c) Notice of Motion (3 copies)
Notice of Motion is used only when the natural parents are not cohabitating
 - d) Notice of Publication (2 copies)
Notice of Publication is used only when the whereabouts of the non-custodial parent is unknown.
2. When both biological (birth) parents are in agreement of the name change, the parents file the Petition for Change of Name in the Circuit Clerk's Office. The 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. Both parents must appear on this date. This date can be any day Monday through Friday at 9:00 am or 1:30 pm.
3. If the biological (birth) parents of the minor are not cohabitating, or consenting in writing to the name change, the custodial parent must file the Petition along with a Notice of Motion and mail a copy by certified mail to the non-custodial parent. At the time of filing the Petition, (be sure Petition is notarized) a court date will be set by the Clerk and the \$271.00 fee must be paid in cash, money order or Discover Card. No personal checks are accepted. On the set court date, parents will appear in the assigned courtroom. Make sure all copies of the Decree are complete at that time.
4. When the whereabouts of the non-custodial parent is unknown, the custodial parent must go to the newspaper to have the change of name request published. First come to the Circuit Clerk's Office and file the Petition for Change of Name. The petition has to be notarized. The Clerk requires a filing fee of \$271.00 in cash, money order or credit. No personal checks are accepted. The Circuit Clerk will give you a date to appear in court to hear your Petition. Next, go to the newspaper to publish your Change of Name. Publications may be in any 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.
5. After publication is completed, the newspaper will mail you a Certificate of Publication. Make sure you take this Certificate with you to your court hearing.
6. 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 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.
7. Changing the birth certificate to the 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 the minor was born for procedures and the appropriate fees.