

# ADULT NAME CHANGE PACKET

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## IMPORTANT INFORMATION ABOUT THIS PACKET

“Petitioner” is the person seeking to have his or her legal name changed.

“Alias” is your name which you are commonly known by. You may have attended school or obtained government identification with this name.

### **Frequently asked questions:**

**Q:** *I was told by the Department of Drivers Services I cannot renew my license until I change my name. How can I drive in the meanwhile?*

**A:** **You should request a “provisional” license. This is a temporary license which can be processed while your name change case is pending.**

**Q:** *I have used a completely different name most of my life other than the name listed on my birth certificate. How do I complete this form?*

**A:** **You should list your legal name from your birth certificate on the first line as the Petitioner. Your commonly used name, or “alias” should be listed on the second line.**

**Q:** *I would like to amend my birth certificate to match my correct name. Do I need to file another petition with the court?*

**A:** **No. If you were born in the state of Georgia, after your final hearing, you may take your name change order with the judge’s signature to the Office of Vital Records to request an amended birth certificate. There is a separate fee for this process.**

**If you were not born in Georgia, you should contact your birth state’s vital records custodian for further information.**

### Optional form

If you are unable to afford the court filing and publication fees, you may ask to have the fees waived by completing the following application for the court’s approval:

**[Affidavit of Indigence and Eligibility to Proceed Informa Pauperis](#)**

## General Civil and Domestic Relations Case Filing Information Form

Superior or  State Court of \_\_\_\_\_ County

**For Clerk Use Only**

Date Filed \_\_\_\_\_ Case Number \_\_\_\_\_  
MM-DD-YYYY

**Plaintiff(s)**

Last	First	Middle I.	Suffix	Prefix

**Defendant(s)**

Last	First	Middle I.	Suffix	Prefix

Plaintiff's Attorney \_\_\_\_\_

Bar Number \_\_\_\_\_

Self-Represented

**Check One Case Type in One Box**

**General Civil Cases**

- Automobile Tort
- Civil Appeal
- Contract
- Garnishment
- General Tort
- Habeas Corpus
- Injunction/Mandamus/Other Writ
- Landlord/Tenant
- Medical Malpractice Tort
- Product Liability Tort
- Real Property
- Restraining Petition
- Other General Civil

**Domestic Relations Cases**

- Adoption
- Dissolution/Divorce/Separate Maintenance
- Family Violence Petition
- Paternity/Legitimation
- Support – IV-D
- Support – Private (non-IV-D)
- Other Domestic Relations

**Post-Judgment – Check One Case Type**

- Contempt
  - Non-payment of child support, medical support, or alimony
- Modification
- Other/Administrative

Check if the action is related to another action(s) pending or previously pending in this court involving some or all of the same parties, subject matter, or factual issues. If so, provide a case number for each.

\_\_\_\_\_ Case Number

\_\_\_\_\_ Case Number

I hereby certify that the documents in this filing, including attachments and exhibits, satisfy the requirements for redaction of personal or confidential information in O.C.G.A. § 9-11-7.1.

Is an interpreter needed in this case? If so, provide the language(s) required. \_\_\_\_\_  
Language(s) Required

Do you or your client need any disability accommodations? If so, please describe the accommodation request.  
 \_\_\_\_\_  
 \_\_\_\_\_

SUPERIOR COURT OF GWINNETT COUNTY  
STATE OF GEORGIA

In re the Name Change of

\_\_\_\_\_  
\_\_\_\_\_  
*(alias)*

Petitioner.

Civil Action  
File No.:

\_\_\_\_\_

**PETITION TO CHANGE NAME OF ADULT**

My name is \_\_\_\_\_  
and I am representing myself in this petition. In support of my case, I state the following:

1. I reside in Gwinnett County, Georgia. Therefore, jurisdiction and venue are proper in this Court.

2. I was born (year): \_\_\_\_\_

*[Check and complete only one of the following]*

(a) \_\_\_\_\_ County, State of \_\_\_\_\_ U.S.A.

(b) outside the United States, in \_\_\_\_\_

3. I want to change my name from \_\_\_\_\_  
to \_\_\_\_\_

4. The reasons for this name change are as follows *[Explain why you want to change your name.]*:

\_\_\_\_\_

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5. I do not intend to use this name change to fraudulently deprive anyone of any right under the law.

THEREFORE, I ask:

- (a) That my name be changed as provided in Paragraph 3 above;
- (b) That notice of this petition be served as provided by law.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Petitioner *Pro se*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City, State ZIP

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

SUPERIOR COURT OF GWINNETT COUNTY  
STATE OF GEORGIA

In re the Name Change of

\_\_\_\_\_

\_\_\_\_\_ (*alias*)

Petitioner.

Civil Action  
File No.:

\_\_\_\_\_

**VERIFICATION**

I am the Petitioner, and hereby swear or affirm, before a notary public, that I have read the *Petition to Change Name of Adult* which I am filing in court with this *Verification*, and the facts stated in the document are true.

Dated: \_\_\_\_\_

\_\_\_\_\_  
*[Signature]* Petitioner, pro se

Subscribed and sworn before me on

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

IN THE SUPERIOR COURT OF GWINNETT COUNTY  
STATE OF GEORGIA

_____  _____ Petitioner. <i>(alias)</i>	Civil Action File No.: _____
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**RULE NISI**

This action has been filed. Therefore, let the parties appear before the Honorable Judge \_\_\_\_\_ of the Gwinnett County Superior Court, in Courtroom \_\_\_\_\_, in the following location:

Gwinnett County Courthouse, 75 Langley Drive, Lawrenceville, Georgia  
on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_.m. to show cause why the relief sought should not be granted.

Issued on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
JUDGE  
Superior Court of Gwinnett County

Presented by:

\_\_\_\_\_  
Petitioner *Pro se*

SUPERIOR COURT OF GWINNETT COUNTY  
STATE OF GEORGIA

In re the Name Change of

\_\_\_\_\_  
\_\_\_\_\_  
Petitioner. *(alias)*

Civil Action  
File No.: \_\_\_\_\_

**NOTICE OF PETITION TO CHANGE NAME OF ADULT**

An action was filed in the Superior court of Gwinnett County on \_\_\_\_\_,  
to change the Petitioner's name as follows:

Petitioner's name: \_\_\_\_\_

Desired new name: \_\_\_\_\_

Any interested party has the right to appear in this case and file objection before the final judgment is ordered in this case.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Petitioner *Pro se*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City, State ZIP

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

IN THE SUPERIOR COURT OF GWINNETT COUNTY  
STATE OF GEORGIA

In re the Name Change of

\_\_\_\_\_  
\_\_\_\_\_  
Petitioner. *(alias)*,

Civil Action  
File No.: \_\_\_\_\_

**FINAL ORDER CHANGING NAME OF ADULT**

This matter has come before the Court on the Petitioner's verified *Petition to Change Name of Adult*. It appears to the Court that the required notice has been published, and sufficient grounds exist for the requested relief.

THEREFORE, IT IS HEREBY ORDERED that the Petitioner's name shall be changed as follows:

Former Name: \_\_\_\_\_

New Name: \_\_\_\_\_

This Order entered on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE, Superior Court Gwinnett County



## General Civil and Domestic Relations Case Disposition Information Form

Superior or  State Court of \_\_\_\_\_ County

**For Clerk Use Only**

Date Disposed \_\_\_\_\_ Case Number \_\_\_\_\_  
MM-DD-YYYY

Case Style \_\_\_\_\_

**Plaintiff(s)**

**Defendant(s)**

Last	First	Middle I.	Suffix	Prefix

Last	First	Middle I.	Suffix	Prefix

**Reporting Party** \_\_\_\_\_

**Plaintiff's Attorney** \_\_\_\_\_

**Bar Number** \_\_\_\_\_

**Self-Represented**

**Defendant's Attorney** \_\_\_\_\_

**Bar Number** \_\_\_\_\_

**Self-Represented**

**Manner of Disposition**  
**Check Only One**

**Jury Trial**

**Bench/Non-Jury Trial**

**Non-Trial Disposition**

**Alternative Dispute Resolution**

- Check if any party was self-represented at any point during the life of the case.
- Check if the court ordered an interpreter for any party, witness, or other involved individual.
- Was the case referred/ordered to a court-annexed alternative dispute resolution (ADR) process?

## **INSTRUCTIONS FOR FILING A PETITION TO CHANGE NAME OF ADULT**

1. Double check that you have signed all of your documents.
2. Make 1 copy of all of the forms.
3. Confirm the filing fees by calling or visiting the website for the Clerk of Superior Court. You may pay with cash or money order. If you cannot afford the fees, you should complete an [\*Affidavit of Indigence\*](#) in order to seek permission from a judge to have the fees waived.
4. Go to the Clerk of Superior Court. Give all of your forms (original and your copy) to the clerk to have them stamped. The clerk will keep the original. The copy is yours to keep.
5. The notice will be published once a week for four weeks in the Legal Notices section of the Gwinnett Daily Post. After the notice has been published for four weeks, the publisher will send an affidavit of publication to the court.
6. You will receive a notice in the mail from the court informing you of the date, time and appointed courtroom for your hearing. Your case may be dismissed if you do not attend the hearing.

### **Courthouse Information**

Gwinnett Justice and Administration Center  
ATTN: Clerk of Superior Court  
75 Langley Drive  
Lawrenceville, GA 30046  
Tel: (770) 822-8100