

# NAME CHANGE BROCHURE

These forms were prepared in June, 1991 as a service to the public by Steven Lee Lauer, Virginia State Bar Number 32110, in his individual capacity. Users of these forms are instructed to consult personally Va. Code § 8.01-217 and any other applicable Code sections. These forms are not provided as or intended to replace legal assistance. *No guarantee of any kind is given regarding their application to any particular case. No warranties are given, and the user waives all warranties, including but not limited to the implied warranty of merchantability.*

You are advised to consult an attorney in this matter. To locate an attorney available to assist you, please call Virginia Lawyer's Referral Service (1-800-552-7977) or The Fairfax Bar Association Lawyer Referral Service (703-246-3780). If you decide to proceed on your own, you will be expected to follow the same procedures as an attorney. Please DO NOT ask Court personnel for legal advice. Court personnel are prohibited by state law to give you legal advice or assistance.

## **STEP ONE:**

1. A name change may not be sought for any fraudulent purpose or if it will infringe upon the rights of another.
2. You must submit the Name Change to the Circuit Court of the County in which you live.
3. Read the description page and choose the section of sample forms which applies to your situation. If none of the descriptions apply to you, then you should not use these forms. The areas shaded in **grey** on the forms should be completed with information specific to your situation.

## **STEP TWO: Preparing and Filing your Name Change Documents**

1. The Petition and Order must be typed double space and submitted on separate 8 1/2" by 11" white paper; *they may NOT be typed onto one piece of paper.*
2. To file your Name Change:
  - A. You must have a notarized original Petition, and two copies of the notarized Petition.
  - B. You must have an original Order.
  - C. You may submit your name change by mail or in person.

**In person:** Bring your notarized Petition and two copies, the Order, a self-addressed, stamped envelope and \$29.00 in cash for the filing fee to the third floor Civil Intake Counter of the Circuit Court Monday through Friday from 8:00am until 3:30pm.

**By mail:** Send your notarized Petition and two copies, the Order, a money order for \$29.00 (made payable to Clerk of the Court) for the filing fee, and two self-addressed, stamped envelopes to Fairfax County Circuit Court, Attention: Civil Intake/Name Change, 4110 Chain Bridge Road, Fairfax, VA 22030. A date stamped copy of the Petition will be returned to you for your records.
3. Your case will be given a Law Number as soon as it is filed. This is the number by which the Court references your case. The number should appear on all documents regarding your case, and should be used when contacting our office for information. Civil Case Information (703) 691-7320 (Press #3, Press #1, Press #1 and Press #3)9
4. In approximately 3 weeks, if the Judge grants your Order requesting a Name Change, you will receive a certified copy of the Order. At the time of filing, if you know that you would like more than one certified copy of the Order you may pay an extra \$.50 for each page of the Order and \$2.00 (cash or money order) for each certification desired at the time of filing. You may also write our office at a later date requesting certified copies; include the case number, a self-addressed, stamped envelope and a money order for the copies requested.

**INFORMATION FOR PETITIONERS WHO DESIRE TO CHANGE THE NAME OF  
THEIR CHILD OR WARD.**

1. The consent of BOTH parents must be obtained to change a child's name.
2. If one of the parents does not consent by joining in the Petition, the Petitioner must place the case on the Court's Friday Motions Day Docket without a Judge at 9:00 a.m.. The Petitioner must serve the non-joining parent in accordance with Virginia Code Section § 8.01-296. The non-joining parent must be served with a copy of the Petition, the proposed Order, and the Praecipe setting the hearing date. If the non-joining parent appears at the hearing to contest the name change, the matter will be heard by a Judge at 10:00 a.m.
3. If the location of one of the parents is unknown, then an Affidavit and Order of Publication must be submitted.
  - A. Complete Affidavit form on page 21; information must be typed.
  - B. Complete the Order of Publication form on page 22; information must be typed.
  - C. At time of filing the name change forms, submit to the Circuit Court the original Affidavit, the original Order of Publication and a copy.
  - D. Petitioner must pay for the Order to be published in a local newspaper.

Fairfax Journal	\$35.00
Sun Gazette	\$48.00

At time of Filing, you must bring in a money order made payable to the selected Newspaper. The Order must be published for four consecutive weeks. You may have the Order published in any other newspaper with local circulation that have met qualifications in accordance with §8.01-324 of the Code of Virginia.

- E. Following the publication, the file will be submitted to a Judge. In approximately 3 weeks, if the Judge grants your Order requesting a Name Change for your child, you will receive a certified copy of the Order.
4. If the mother was NOT married at the time of birth and the father's name is NOT on the Birth Certificate, the mother may ADD the father's name to the Birth Certificate and thus change the child's last name to the father's last name. To add the father's name to the Birth Certificate, go to the Joseph Willard Health Center at 3750 Old Lee Highway in Fairfax (Phone 703-246-7100). They will provide you with the forms to add the father's name to the Birth Certificate and to change the child's last name from the mother's to the father's last name.
5. If the couple were married at the time of birth and the mother did not place the father's name on the Birth Certificate (falsifying records) then a Petition and Order must be submitted to the Court. We strongly suggest that you contact an attorney or complete research at the Fairfax County Law Library located in the Fairfax County Courthouse, third floor.

*The instructions in this document are available in alternate format upon written request. Please direct your request to: Public Services Division Manager (703) 691-7320 (Press #3, Press #1, Press #1 and Press #2) or TDD (703) 934-1296 (Virginia Relay 1-800-828-1120). Allow 7 days for preparation of the material.*

## NAME CHANGE DESCRIPTION PAGE

- Pages    Petition and Order for use by a petitioner who:
- 5,6        1. desire to change their own name, AND;  
              2. has no felony conviction record and is not currently incarcerated or a probationer with any court, AND;  
              3. has never had a previous change of name.
- 7,8        1. desire to change their own name, AND;  
              2. has no felony conviction record and is not currently incarcerated or a probationer with any court, AND;  
              3. has previously had one or more changes of name.
- 9,10       1. desire to change their own name, AND;  
              2. has either a felony conviction record, or is currently incarcerated or a probationer with any court, AND;  
              3. has never previously had a change of name.
- 11,12     1. desire to change their own name, AND;  
              2. has either a felony conviction record, or is currently incarcerated or a probationer with any court, AND;  
              3. has previously had one or more changes of name.

### ***FOR MINOR CHILDREN OR WARDS:***

- Pages    Petition and Order for use by a petitioner who:
- 13,14     1. desire to change the name of their minor child or ward, AND;  
              2. in the case of a minor child, each living parent of the minor joins in the petition, AND;  
              3. the minor or ward has no felony conviction record and is not currently incarcerated or a probationer with any court, AND;  
              4. the minor or ward has never previously had a change of name.
- 15,16     1. desire to change the name of their minor child or ward, AND;  
              2. in the case of a minor child, each living parent of the minor joins in the petition, AND;  
              3. the minor or ward has no felony conviction record and is not currently incarcerated or a probationer with any court, AND;  
              4. the minor or ward has previously had one or more changes of name.
- 17,18     1. desire to change the name of their minor child or ward, AND;  
              2. in the case of a minor child, each living parent of the minor joins in the petition, AND;  
              3. the minor or ward has either a felony conviction record, or is currently incarcerated or a probationer with any court, AND;  
              4. the minor or ward has never previously had a change of name.
- 19,20     1. desire to change the name of their minor child or ward, AND;  
              2. in the case of a minor child, each living parent of the minor joins in the petition, AND;  
              3. the minor or ward has either a felony conviction record, or is currently incarcerated or a probationer with any court, AND;  
              4. the minor or ward has previously had one or more changes of name.

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*This is a SAMPLE only. If you need additional help, consult an attorney.*

CCR 522 (Revised March 1999)

**VIRGINIA**

**IN THE CIRCUIT COURT OF FAIRFAX COUNTY**

In the matter of the change of name of

At Law \_\_\_\_\_

(Current Legal Name)

to (New Name Requesting)

SAMPLE

**PETITION FOR CHANGE OF NAME**

COMES NOW the petitioner seeking a change of name pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The petitioner currently resides in the County/City of \_\_\_\_\_.

The petitioner desires a change of name for the following reasons:

\_\_\_\_\_.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the petitioner is (Current Legal Name) .

The current address of the petitioner, including street, city and state of residence is

\_\_\_\_\_.

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name) .

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country) .

The petitioner has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The petitioner has never previously had a change of name.

(Your Current Full Legal Name)

Signature of Petitioner

Daytime Phone Number ( ) - \_\_\_\_\_

IN THE STATE OF VIRGINIA, COUNTY OF \_\_\_\_\_:

*I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name is signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.*

\_\_\_\_\_  
Deputy Clerk/Notary Public  
CCR 522 (Revised March 1999)

My Commission expires: \_\_\_\_\_

*This is a SAMPLE only. If you need additional help, consult an attorney.*

**VIRGINIA**

**IN THE CIRCUIT COURT OF FAIRFAX COUNTY**

In the matter of the change of name of

At Law \_\_\_\_\_

(Current Legal Name)

to (New Name Requesting)

**ORDER** *SAMPLE*

This day came the petitioner, seeking to change their name.

IT APPEARING to the Court that:

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The petitioner has never previously had a change of name.

**ADJUDGED, ORDERED and DECREED** that the name of the petitioner is hereby changed from (Current Legal Name) to (New Name Requested), and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

(Your Current Full Legal Name)

Signature of Petitioner

CCR 522 (Revised March 1999)

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law \_\_\_\_\_

(Current Legal Name)  
to (New Name Requesting)

SAMPLE

PETITION FOR CHANGE OF NAME

COMES NOW the petitioner seeking a change of name pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The petitioner currently resides in the County/City of \_\_\_\_\_.

The petitioner desires a change of name for the following reasons:

\_\_\_\_\_.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the petitioner is (Current Legal Name).

The current address of the petitioner, including street, city and state of residence is  
\_\_\_\_\_.

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The petitioner has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The petitioner has previously had a change of name or changes of name, as follows:  
(LIST Your Previous Legal Changes of Names in the format of "from (previous name) to (current name)").

(Your Current Full Legal Name)

Signature of Petitioner

Daytime Phone Number ( ) - \_\_\_\_\_

IN THE STATE OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/ Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name is signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public  
CCR 522 (Revised March, 1999)

My Commission expires: \_\_\_\_\_

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law \_\_\_\_\_

(Current Legal Name)  
to (New Name Requesting)

SAMPLE

**ORDER**

This day came the petitioner, seeking to change their name.

IT APPEARING to the Court that:

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The petitioner has previously had a change of name or changes of name, as follows:  
(LIST Your Previous Legal Changes of Names in the format of "from (previous name) to (current name)" )

**ADJUDGED, ORDERED and DECREED** that the name of the petitioner is hereby changed from (Current Legal Name) to (New Name Requested), and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

(Your Current Full Legal Name)  
Signature of Petitioner

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law \_\_\_\_\_

(Current Legal Name)

to (New Name Requesting)

SAMPLE

**PETITION FOR CHANGE OF NAME**

COMES NOW the petitioner seeking a change of name pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The petitioner currently resides in the County/City of \_\_\_\_\_.

The petitioner desires a change of name for the following reasons:

\_\_\_\_\_.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the petitioner is (Current Legal Name) .

The current address of the petitioner, including street, city and state of residence is

\_\_\_\_\_.

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name) , whose maiden name is (Mother's Maiden Name) .

The petitioner's date of birth is (Month, Day, Year) , and the place of birth of the petitioner is (City AND State OR Country) .

The petitioner has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List) .

The petitioner has never previously had a change of name.

(Your Current Full Legal Name)

Signature of Petitioner

Daytime Phone Number ( ) - \_\_\_\_\_

IN THE STATE OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name is signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public  
CCR 522 (Revised March, 1999)

My Commission expires: \_\_\_\_\_

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law \_\_\_\_\_

(Current Legal Name)

to (New Name Requesting)

**SAMPLE**  
**ORDER**

This day came the petitioner, seeking to change their name.

IT APPEARING to the Court that:

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The petitioner has never previously had a change of name.

**ADJUDGED, ORDERED and DECREED** that the name of the petitioner is hereby changed from (Current Legal Name) to (New Name Requested), and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

(Your Current Full Legal Name)

Signature of Petitioner

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of \_\_\_\_\_ At Law \_\_\_\_\_

(Current Legal Name)  
to (New Name Requesting)

**PETITION FOR CHANGE OF NAME**

SAMPLE

COMES NOW the petitioner seeking a change of name pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The petitioner currently resides in the County/City of \_\_\_\_\_.

The petitioner desires a change of name for the following reasons:

\_\_\_\_\_.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the petitioner is (Current Legal Name).

The current address of the petitioner, including street, city and state of residence is

\_\_\_\_\_.

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The petitioner has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The petitioner has previously had a change of name or changes of name, as follows: (LIST Your Previous Legal Changes of Names in the format of "from (previous name) to (current name)").

(Your Current Full Legal Name)

Signature of Petitioner

Daytime Phone Number ( ) - \_\_\_\_\_

IN THE STATE OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name is signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public  
CCR 522 (Revised March, 1999)

My Commission expires: \_\_\_\_\_

**VIRGINIA**

**IN THE CIRCUIT COURT OF FAIRFAX COUNTY**

In the matter of the change of name of  
(Current Legal Name)  
to (New Name Requesting)

At Law \_\_\_\_\_

**ORDER**

*SAMPLE*

This day came the petitioner, seeking to change their name.

IT APPEARING to the Court that:

The petitioner's date of birth is (Month, Day, Year), and the place of birth of the petitioner is (City AND State OR Country).

The petitioner's father is (Father's FULL Legal Name) and the petitioner's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The petitioner has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The petitioner has previously had a change of name or changes of name, as follows: (LIST Your Previous Legal Changes of Names in the format of "from (previous name) to (current name)").

ADJUDGED, ORDERED and DECREED that the name of the petitioner is hereby changed from (Current Legal Name) to (New Name Requested), and further

ADJUDGED, ORDERED, and DECREED that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

(Your Current Full Legal Name)

Signature of Petitioner

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of \_\_\_\_\_ At Law \_\_\_\_\_

(Current Legal Name)  
to (New Name Requesting)

PETITION FOR CHANGE OF NAME *SAMPLE*

COMES NOW the petitioner(s) seeking a change of name for their **child/ward** pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The **child/ward** currently resides in the County/City of \_\_\_\_\_.

The petitioner(s) desire(s) a change of name for the following reasons:

\_\_\_\_\_.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the **child/ward** is (Child's Current Legal Name).

The current address of the **child/ward**, including street, city and state of residence is

\_\_\_\_\_.

The **child/ward's** father is (Father's FULL Legal Name) and the **child/ward's** mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The **child/ward's** date of birth is (Month, Day, Year), and the place of birth of the **child/ward** is (City AND State OR Country).

The **child/ward** has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The **child/ward** has never previously had a change of name.

(Full Legal Name) (Full Legal Name)

Signature(s) of Petitioner(s)

Daytime Phone Number ( ) - \_\_\_\_\_

**\*\*\*\*\*If there are TWO petitioners, EACH Petitioner's Signature must be notarized.\*\*\*\*\***

IN THE STATE OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/ Notary Public  
CCR 522 (Revised March, 1999)

My Commission expires: \_\_\_\_\_

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of \_\_\_\_\_ At Law \_\_\_\_\_  
(Current Legal Name)  
to (New Name Requesting)

**ORDER**

SAMPLE

This day came the petitioner(s), seeking to change the name of their minor **child/ward**.

IT APPEARING to the Court that:

The **child/ward's** date of birth is (Month, Day, Year), and the place of birth of the **child/ward's** is (City AND State OR Country).

The **child/ward's** father is (Father's FULL Legal Name) and the **child/ward's** mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The **child/ward** has a no felony conviction record, and is not currently incarcerated or a probationer with any court.

The **child/ward** has never previously had a change of name.

**ADJUDGED, ORDERED and DECREED** that the name of the **child/ward** is hereby changed from (Current Legal Name) to (New Name Requested), and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

(Full Legal Name) (Full Legal Name)  
Signature(s) of Petitioner(s)

This is a SAMPLE only. If you need additional help, consult an attorney.

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of \_\_\_\_\_ At Law \_\_\_\_\_  
(Current Legal Name)  
to (New Name Requesting)

**PETITION FOR CHANGE OF NAME** *SAMPLE*

COMES NOW the petitioner(s) seeking a change of name for their child/ward pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The child/ward currently resides in the County/City of \_\_\_\_\_.

The petitioner(s) desire(s) a change of name for the following reasons:  
\_\_\_\_\_.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the child/ward is (Child's Current Legal Name).

The current address of the child/ward, including street, city and state of residence is  
\_\_\_\_\_.

The child/ward's father is (Father's FULL Legal Name) and the child/ward's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The child/ward's date of birth is (Month, Day, Year), and the place of birth of the child/ward is (City AND State OR Country).

The child/ward has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The child/ward has previously had a change of name or changes of name, as follows:  
(LIST The Child/Ward's Previous Legal Changes of Names in the format of "from (previous name) to (current name)").

(Full Legal Name) (Full Legal Name)

Signature(s) of Petitioner(s)

Daytime Phone Number ( ) - \_\_\_\_\_

\*\*\*\*\*If there are TWO petitioners, EACH Petitioner's Signature must be notarized.\*\*\*\*\*

IN THE STATE OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public  
CCR 522 (Revised March, 1999)

My Commission expires: \_\_\_\_\_

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law \_\_\_\_\_

(Current Legal Name)

to (New Name Requesting)

**ORDER**

SAMPLE

This day came the petitioner(s), seeking to change the name of their minor **child/ward**.

IT APPEARING to the Court that:

The **child/ward's** date of birth is (Month, Day, Year), and the place of birth of the **child/ward's** is (City AND State OR Country).

The **child/ward's** father is (Father's FULL Legal Name) and the **child/ward's** mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The **child/ward** has a no felony conviction record, and is not currently incarcerated or a probationer with any court.

The **child/ward** has previously had a change of name or changes of name, as follows:  
(LIST The Child/Ward's Previous Legal Changes of Names in the format of "from (previous name) to (current name)").

**ADJUDGED, ORDERED and DECREED** that the name of the **child/ward** is hereby changed from (Current Legal Name) to (New Name Requested), and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

(Full Legal Name) (Full Legal Name)

Signature(s) of Petitioner(s)

This is a SAMPLE only. If you need additional help, consult an attorney.

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of \_\_\_\_\_ At Law \_\_\_\_\_  
(Current Legal Name)  
to (New Name Requesting)

**PETITION FOR CHANGE OF NAME** *SAMPLE*

COMES NOW the petitioner(s) seeking a change of name for their **child/ward** pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The **child/ward** currently resides in the County/City of \_\_\_\_\_.

The petitioner(s) desire(s) a change of name for the following reasons:

\_\_\_\_\_.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the **child/ward** is (Child's Current Legal Name).

The current address of the **child/ward**, including street, city and state of residence is

\_\_\_\_\_.

The **child/ward's** father is (Father's FULL Legal Name) and the **child/ward's** mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The **child/ward's** date of birth is (Month, Day, Year), and the place of birth of the **child/ward** is (City AND State OR Country).

The **child/ward** has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The **child/ward** has never had a change of name.

(Full Legal Name) (Full Legal Name)

Signature(s) of Petitioner(s)

Daytime Phone Number ( ) - \_\_\_\_\_

**\*\*\*\*\*If there are TWO petitioners, EACH Petitioner's Signature must be notarized.\*\*\*\*\***

IN THE STATE OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public

My Commission expires: \_\_\_\_\_

If yo This is a SAMPLE only u need additional help, consult an attorney.

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law \_\_\_\_\_

(Current Legal Name)

to (New Name Requesting)

**ORDER**

SAMPLE

This day came the petitioner(s), seeking to change the name of their minor **child/ward**.

IT APPEARING to the Court that:

The **child/ward's** date of birth is (Month, Day, Year), and the place of birth of the **child/ward's** is (City AND State OR Country).

The **child/ward's** father is (Father's FULL Legal Name) and the **child/ward's** mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The **child/ward** has a no felony conviction record, and is not currently incarcerated or a probationer with any court.

The **child/ward** has never previously had a change of name.

**ADJUDGED, ORDERED and DECREED** that the name of the **child/ward** is hereby changed from (Current Legal Name) to (New Name Requested), and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

(Full Legal Name) (Full Legal Name)

Signature(s) of Petitioner(s)

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of \_\_\_\_\_ At Law \_\_\_\_\_  
(Current Legal Name)  
to (New Name Requesting)

PETITION FOR CHANGE OF NAME

SAMPLE

COMES NOW the petitioner(s) seeking a change of name for their child/ward pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The child/ward currently resides in the County/City of \_\_\_\_\_.

The petitioner(s) desire(s) a change of name for the following reasons:

\_\_\_\_\_.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the child/ward is (Child's Current Legal Name).

The current address of the child/ward, including street, city and state of residence is

\_\_\_\_\_.

The child/ward's father is (Father's FULL Legal Name) and the child/ward's mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The child/ward's date of birth is (Month, Day, Year), and the place of birth of the child/ward is (City AND State OR Country).

The child/ward has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The child/ward has previously had a change of name or changes of name, as follows: (LIST The Child/Ward's Previous Legal Changes of Names in the format of "from (previous name) to (current name)").

(Full Legal Name) (Full Legal Name)

Signature(s) of Petitioner(s)

Daytime Phone Number ( ) -

\*\*\*\*\*If there are TWO petitioners, EACH Petitioner's Signature must be notarized.\*\*\*\*\*

IN THE STATE OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Deputy Clerk /Notary Public

My Commission expires: \_\_\_\_\_

VIRGINIA

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

In the matter of the change of name of

At Law \_\_\_\_\_

(Current Legal Name)  
to (New Name Requesting)

SAMPLE

ORDER

This day came the petitioner(s), seeking to change the name of their minor **child/ward**.

IT APPEARING to the Court that:

The **child/ward's** date of birth is (Month, Day, Year), and the place of birth of the **child/ward's** is (City AND State OR Country).

The **child/ward's** father is (Father's FULL Legal Name) and the **child/ward's** mother is (Mother's FULL Legal Name), whose maiden name is (Mother's Maiden Name).

The **child/ward** has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: (List).

The **child/ward** has previously had a change of name or changes of name, as follows: (LIST The Child/Ward's Previous Legal Changes of Names in the format of "from (previous name) to (current name)").

**ADJUDGED, ORDERED and DECREED** that the name of the **child/ward** is hereby changed from (Current Legal Name) to (New Name Requested), and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

(Full Legal Name) (Full Legal Name)  
Signature(s) of Petitioner(s)

*This is a SAMPLE only. If you need additional help, consult an attorney.*

# VIRGINIA

## IN THE CIRCUIT COURT OF FAIRFAX COUNTY

IN RE: CHANGE OF NAME FOR MINOR CHILD : AT LAW # \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(CURRENT LEGAL NAME OF CHILD) (NEW NAME REQUESTING)

### AFFIDAVIT FOR SERVICE BY PUBLICATION

Comes now \_\_\_\_\_, Petitioner herein, seeking service on \_\_\_\_\_, the natural parent by ORDER OF PUBLICATION, and who under oath deposes and states under oath that the Natural Parent in this cause,

- Is a non-resident individual, other than a non-resident individual fiduciary who has appointed a statutory agent;
- OR
- Cannot be found, and that diligence has been used without effect to ascertain the location of the party to be served;
- OR
- Cannot be served with court process, and that a return has been filed by the Sheriff which shows that the process has been in his or her hands for twenty-one (21) days and the Sheriff has been unable to make service;
- OR
- OTHER: \_\_\_\_\_

\_\_\_\_\_ and the last known mailing address of Natural Father/Mother is as follows:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

Explanation of circumstances: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Counsel for Petitioner

<b>TO BE COMPLETED BY A NOTARY PUBLIC/OR DEPUTY CLERK</b>	
In the Commonwealth/State of: _____	
In the County of : _____	
Subscribed and sworn to before me by _____ this _____ day of _____, _____.	
_____ Notary Public/Deputy Clerk	My Commission Expires: _____

**VIRGINIA:**

**IN THE CIRCUIT COURT OF FAIRFAX COUNTY**

IN RE: CHANGE OF NAME FOR MINOR CHILD : AT LAW# \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(CURRENT LEGAL NAME OF CHILD)

(NEW NAME REQUESTING)

**ORDER OF PUBLICATION**

The reason for this cause is to obtain name change of minor child

\_\_\_\_\_.

An affidavit having been made and filed showing that the Natural Parent in the above-entitled cause is

Is a non-resident individual, other than a non-resident individual fiduciary who has appointed a statutory agent;

OR

Cannot be found, and that diligence has been used without effect to ascertain the location of the party to be served;

OR

Cannot be served with court process, and that a return has been filed by the Sheriff which shows that the process has been in his or her hands for twenty-one (21) days and the Sheriff has been unable to make service;

OR

OTHER: \_\_\_\_\_

\_\_\_\_\_ and last known mailing address of Natural Father/Mother is as follows:

Name \_\_\_\_\_

Address \_\_\_\_\_

**TO BE COMPLETED BY CLERK'S OFFICE**

Upon consideration, this Order of Publication is granted, and it is ORDERED that the above named Natural Parent shall appear here on or before \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ after proper publication of this Order, to protect his/her interest in this cause.

ENTERED: \_\_\_\_\_

TESTE: JOHN T. FREY, CLERK

BY: \_\_\_\_\_

DEPUTY CLERK

\_\_\_\_\_  
Signature of Petitioner or Counsel for Petitioner

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

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