

TO CHANGE YOUR NAME

To change the name of an adult there are some forms and instructions available through the Supreme Court of Virginia website: www.courts.state.va.us. However, the forms and instructions are incomplete.

The filing fee is \$39 made payable to New Kent Circuit Court.

The Judge requires a criminal history report be filed *except* when the name change occurs within six (6) months of being divorced. You will need to file either a certified copy of your final decree or a criminal history report. The Criminal History Search request form is available through the Virginia State Police website: www.vsp.state.va.us. A certified copy of your final decree can be obtained from the court where the divorce was filed.

There is a form CC1412 that you can request from the Supreme Court of Virginia that is titled "Order for Change of Name (adult)" or you can create your own order. Please seek legal advice if the Supreme Court cannot provide this form or if you cannot create your own. You may want to contact Legal Aid (804) 648-1012 or an attorney. The Judge will not accept a handwritten order. The order must be complete and typed when submitted to the court. The clerk's office cannot prepare this order for you nor can we assist with the completion of the application except to notarize your signature.

Changing the name of a minor is a more complicated process. Please seek legal advice.