



**Information on Filing for a Name Change in the 20th Circuit Court – Family Division
Provided by Ottawa County Clerk's Office**

Please read these instructions in their entirety before completing any of the forms.

Petition for an Adult Name Change:

If you are an adult filing for a Name Change you will not need the Consent to Name Change form, the Waiver/Consent form or the Proof of Service form.

- 1) You will need to fill out the Petition to Change Name form completely including the second page and sign the form as the petitioner. Please note that section 5 on the petition does not apply if you are an adult. Once you have filled the form out, you may mail it to the address below with a money order for \$150.00 payable to Ottawa County Clerk's Office or personally deliver it to the office during regularly scheduled office hours. Please note that personal checks will not be accepted by the Ottawa County Clerk's Office.
- 2) If you are under 22 years of age, a receipt for the filing fee will be mailed to you. If you are 22 years of age or older, you must have two complete sets of your fingerprints taken at a local police agency. Please see the form in this packet entitled "Special Instructions for Name Change" for additional information or contact the Michigan State Police at (517) 322-6175 for more information (note there will be a fee charged for this service). The fingerprints, along with a copy of the petition and the required processing fees, will be forwarded to the Michigan Department of State Police. The Department will compare those fingerprints with its records and will forward a complete set of fingerprints to the Federal Bureau of Investigation (FBI) for a comparison with the records available to that agency. The Department will then report to the Court any information concerning any pending charges against you or a record of conviction. If there are no pending charges and there is no record of conviction, the Department will destroy its copy of your fingerprints. The Court will not act upon your petition for a Name Change until the Department makes its report to the Court. Upon receipt of the fingerprints, a receipt for the filing fee will be mailed to you.
- 3) Once you receive the receipt for the filing fee from the Clerk, you will need to contact the Court at (616) 786-4109 in order to schedule a hearing date. You will need to have the file number (it will be noted on the receipt) assigned to your case available when you call the Court.
- 4) Once you have received the hearing date and time from the Court, you will need to fill out the Publication and Notice of Hearing form. You will need to mail the original form to the Court and submit a copy of the form to a newspaper published and disseminated within Ottawa County. You only need to publish notice one time but **that notice must be published at least 14 days prior to your hearing date**. You may have to instruct the newspaper to publish your name change right away. You can expect the fee to be approximately \$30.00 for the cost of publication but this will depend on the rates charged by the newspaper you choose.

5) Approximately three days prior to your scheduled court hearing, you will need to contact the Court at (616) 786-4108 to make sure that the newspaper has sent the Affidavit of Publication to the Court. The Judge will not sign the order granting the Name Change without receipt of this Affidavit of Publication. The newspaper will usually not send this Affidavit to the Court until you have paid their bill.

6) You will need to fill out the Order Following Hearing on Petition to Change Name form and bring this with you at the time of the scheduled court hearing. This is the document the Judge will sign if the Name Change is granted.

If you would like a new birth certificate created after the name change has been granted by the Court, then you will need check box number 13 on the Order Following Hearing on Petition for Name Change form. It will be your responsibility to contact the Vital Records Division of Michigan to obtain a copy of a new birth certificate. There is a \$40.00 fee for a copy of the birth certificate. You can contact the Vital Records Division at the following location:

State of Michigan
Department of Public Health
3423 N. Logan Street
PO Box 30195
Lansing Michigan 48909
(517) 335-8656 / 8666

7) You will need to appear for your hearing at the 20th Circuit Court – Family Division located at 12120 Fillmore Street in West Olive Michigan. After the hearing has taken place, you will need to pay the Clerk a \$10.00 fee for a certified copy of the Order Changing Name. A certified copy of this order will be required to effectuate your name change with the Social Security Office, Secretary of State’s Office etc. Please note that there is a \$10.00 fee for each additional certified copy requested.

Petition for a Minor Name Change:

1) You will need to fill out the Petition to Change Name form completely. A parent must sign this form on the second page as the petitioner. Once you have filled the form out, you may mail it to the address below with a money order for \$150.00 payable to Ottawa County Clerk’s Office or personally deliver it to the office during regularly scheduled office hours. Please note that personal checks will not be accepted by the Ottawa County Clerk’s Office.

2) Once you have filed the petition form with the Court, you will be mailed a receipt for the \$150.00 filing fee. Once you receive the receipt, you will need to call the Court at (616) 786-4109 to schedule a hearing date. Please be sure that you have the file number (it will be noted on the receipt) assigned to your case when you call the Court.

3) Once you have received the hearing date and time from the Court, you will need to fill out the Publication and Notice of Hearing form. You will need to mail the original to the Court and submit a copy of the form to a newspaper published and disseminated within Ottawa County.

You only need to publish notice one time but **that notice must be published at least 14 days prior to your hearing date**. You may have to instruct the newspaper to publish your name change right away. You can expect the fee to be approximately \$30.00 for the cost of publication but this will depend on the rates charged by the newspaper you choose.

4) If the parents are married, both parents must sign the petition. If the parents are divorced or separated, then the custodial parent should sign the petition and obtain the non-custodial parent's signature on the Waiver/Consent form provided. The signature on the Waiver/Consent form submitted to the Court must contain an original signature.

5) If you are unable to obtain the non-custodial parent's signature, then you must at least notify that parent of the upcoming hearing and you will be required to send that parent a copy of the completed Petition to Change Name form. Also, prior to sending the Publication and Notice of Hearing form to the newspaper for publication, you will need to make a copy of that form and send it to the non-custodial parent. **You must mail the Petition for Name Change and the Publication and Notice of Hearing forms to the non-custodial parent at least 14 days prior to the scheduled hearing date.**

6) You will also need to fill out the Proof of Service form provided. You will need to write in the name and address of the non-custodial parent on the lines provided and make sure that you date and sign the form the date you mailed the documents. You will need to mail the original Proof of Service form to the Court.

7) In preparation for the hearing, you may wish to obtain whatever records you have that prove that the non-custodial parent has not supported the child for the past two years. You may wish to contact the Friend of the Court Office and request a computer printout indicating the exact payments that parent has actually paid for the previous two years.

8) Approximately three days prior to your scheduled court hearing, you will need to contact the Court at (616) 786-4108 to make sure that the newspaper has sent the Affidavit of Publication to the Court. The Judge will not sign the order granting the Name Change without receipt of this Affidavit of Publication. The newspaper will usually not send this Affidavit to the Court until you have paid their bill.

9) You will need to fill out the Order Following Hearing on Petition to Change Name form and bring this with you at the time of the scheduled court hearing. This is the document the Judge will sign if the Name Change is granted.

If you would like a new birth certificate created after the name change has been granted by the Court, then you will need check box number 13 on the Order Following Hearing on Petition for Name Change form. It will be your responsibility to contact the Vital Records Division of Michigan to obtain a copy of a new birth certificate. There is a \$40.00 fee for a copy of the birth certificate. You can contact the Vital Records Division at the following location:

State of Michigan
Department of Public Health

3423 N. Logan Street
PO Box 30195
Lansing Michigan 48909
(517) 335-8656 / 8666

10) If the minor is 14 years of age or older, the Consent to Name Change form must be signed in the presence of the Judge. This means that the minor must attend the court hearing with you. If the minor is at least 7 years old but less than 14 years old, then the Consent form need not be signed by the minor in the presence of the Judge and the original may be mailed to the Court in advance of the scheduled hearing date.

11) You will need to appear for your hearing at the 20th Circuit Court – Family Division located at 12120 Fillmore Street in West Olive Michigan. After the hearing has taken place, you will need to pay the Clerk a \$10.00 fee for a certified copy of the Order Changing Name. A certified copy of this order will be required to effectuate your name change with the Social Security Office, Secretary of State's Office etc. Please note that there is a \$10.00 fee for each additional certified copy requested.

Please note that if the proper procedure is not followed, the Judge will not sign the order granting the Name Change. Please remember that this packet of information is designed to give you procedural information only and that Clerk staff are prohibited by law from giving you legal advice. You may wish to consult an attorney if you have any questions or wish to insure that all necessary information is filed timely and accurately since the Court will not sign incomplete documents.

Please contact us at the following location if you have any questions or concerns:

Ottawa County Clerk
12120 Fillmore Street
West Olive, MI 49460
Phone: (616) 786-4108
Fax: (616) 786-4154

SPECIAL INSTRUCTIONS FOR NAME CHANGE

Every person 22 years of age or older whose name appears on the Petition for Name change must follow these instructions before the court can act on the petition.

Under Michigan law, every person 22 years of age or older who is requesting a name change must have a complete set of fingerprints taken at a local police agency. Those fingerprints will be used by the Michigan State Police and Federal Bureau of Investigation to check criminal records. The Michigan State Police will send a report to the court regarding any criminal records.

If you have a criminal record, it will be presumed that you are seeking the name change with fraudulent intent. You must prove to the court that the name change is not being sought with fraudulent intent.

INSTRUCTIONS:

1. File Petition for Name Change with circuit court and pay filing fee.
2. Make 1 copy of the completed Petition for Name Change (Form PC 51).
3. Go to your local police agency for the fingerprint card and to have your fingerprints taken. They will advise you of the appropriate fee. Take a copy of the Petition for Name Change with you.
4. After you have had your fingerprints taken, mail or deliver the copy of the Petition for Name Change, the fingerprint card, and the appropriate fee to the Michigan State Police. The fee must be made payable to the State of Michigan. Mail or deliver to:

Michigan State Police
Criminal Justice Information Center
7150 Harris Drive
Lansing, Michigan 48913

5. The Michigan State Police will review their criminal records and will forward the fingerprints to the Federal Bureau of Investigation. Once the Federal Bureau of Investigation has reviewed their records and reported the information to the Michigan State Police, the Michigan State Police will send a report to the court.
6. After the court receives the required report from the Michigan State Police, the court can schedule a hearing on your Petition for Name Change.
 - The court will mail you a notice when the required report is received. You must give the court a pre-addressed, postage paid envelope for mailing this notice.
 - Contact the court eight weeks after you mail or deliver your fingerprint card to the Michigan State Police to find out if the required report has been received.

PROBATE CODE OF 1939 (EXCERPT)
Act 288 of 1939

711.1 Order changing name of adult, minor, or spouse and minor children.

Sec. 1. (1) The family division of the circuit court for a county may enter an order to change the name of an individual who has been a resident of the county for not less than 1 year and who in accordance with subsection (2) petitions in writing to the court for that purpose showing a sufficient reason for the proposed change and that the change is not sought with a fraudulent intent. If the individual who petitions for a name change has a criminal record, the individual is presumed to be seeking a name change with a fraudulent intent. The burden of proof is on a petitioner who has a criminal record to rebut the presumption. The court shall set a time and place for hearing and, except as provided in section 3 of this chapter, order publication as provided by supreme court rule.

(2) An individual who is 22 years of age or older and who petitions to have his or her name changed shall have 2 complete sets of his or her fingerprints taken at a local police agency. The fingerprints, along with a copy of the petition and the required processing fees, shall be forwarded to the department of state police. The department of state police shall compare those fingerprints with its records and shall forward a complete set of fingerprints to the federal bureau of investigation for a comparison with the records available to that agency. The department of state police shall report to the court in which the petition is filed the information contained in the department's records with respect to any pending charges against the petitioner or a record of conviction of the petitioner and shall report to the court similar information obtained from the federal bureau of investigation. If there are no pending charges or record of conviction against the petitioner, the department of state police shall destroy its copy of the petitioner's fingerprints. The court shall not act upon the petition for a name change until the department of state police reports the information required by this subsection to the court.

(3) If the court enters an order to change the name of an individual who has a criminal record, the court shall forward the order to the central records division of the Michigan state police and to 1 or more of the following:

(a) The department of corrections if the individual named in the order is in prison or on parole or has been imprisoned or released from parole in the immediately preceding 2 years.

(b) The sheriff of the county in which the individual named in the order was last convicted if the individual was incarcerated in a county jail or released from a county jail within the immediately preceding 2 years.

(c) The court that has jurisdiction over the individual named in the order if the individual named in the order is under the jurisdiction of the family division of the circuit court or has been discharged from the jurisdiction of that court within the immediately preceding 2 years.

(4) The court may permit an individual having the same name, or a similar name to that which the petitioner proposes to assume, to intervene in the proceeding for the purpose of showing fraudulent intent.

(5) Except as provided in subsection (7), if the petitioner is a minor, the petition shall be signed by the mother and father jointly; by the surviving parent if 1 is deceased; if both parents are deceased, by the guardian of the minor; or by 1 of the minor's parents if there is only 1 legal parent available to give consent. If either parent has been declared mentally incompetent, the petition may be signed by the guardian for that parent. The written consent to the change of name of a minor 14 years of age or older, signed by the minor in the presence of the court, shall be filed with the court before an order changing the name of the minor is entered. If the court considers the child to be of sufficient age to express a preference, the court shall consult a minor under 14 years of age as to a change in his or her name, and the court shall consider the minor's wishes.

(6) If the petitioner is married, the court, in its order changing the name of the petitioner, may include the name of the spouse, if the spouse consents, and may include the names of minor children of the petitioner of whom the petitioner has legal custody. The written consent to the change of name of a child 14 years of age or older, signed by the child in the presence of the court, shall be filed with the court before the court includes that child in its order. Except as provided in subsection (7), the name of a minor under 14 years of age may not be changed unless he or she is the natural or adopted child of the petitioner and unless consent is obtained from the mother and father jointly, from the surviving parent if 1 is deceased, or from 1 of the minor's parents if there is only 1 legal parent available to give consent. If the court considers the child to be of sufficient age to express a preference, the court shall consult a minor under 14 years of age as to a change in his or her name, and the court shall consider the minor's wishes.

(7) The name of a minor may be changed pursuant to subsection (5) or (6) with the consent or signature of the custodial parent upon notice to the noncustodial parent as provided in supreme court rule and after a hearing in either of the following circumstances:

(a) If both of the following occur:

(i) The other parent, having the ability to support or assist in supporting the child, has failed or neglected to provide regular and substantial support for the child or, if a support order has been entered, has failed to substantially comply with the order, for 2 years or more before the filing of the petition.

(ii) The other parent, having the ability to visit, contact, or communicate with the child, has regularly and substantially failed or neglected to do so for 2 years or more before the filing of the petition.

(b) The other parent has been convicted of a violation of section 136b, 520b, 520c, 520d, 520e, or 520g of the Michigan penal code, 1931 PA 328, MCL 750.136b, 750.520b to 750.520e, and 750.520g, and the child or a sibling of the child is a victim of the crime.

(8) A false statement that is intentionally included within a petition for a name change constitutes perjury under section 422 of the Michigan penal code, 1931 PA 328, MCL 750.422.

History: 1939, Act 288, Eff. Sept. 29, 1939;—CL 1948, 711.1;—Am. 1955, Act 89, Eff. Oct. 14, 1955;—Am. 1956, Act 131, Eff. Aug. 11, 1956;—Am. 1975, Act 47, Imd. Eff. May 16, 1975;—Am. 1988, Act 370, Eff. Mar. 30, 1989;—Am. 1996, Act 106, Eff. Mar. 31, 1997;—Am. 1996, Act 409, Eff. Jan. 1, 1998;—Am. 1996, Act 495, Eff. Mar. 31, 1997;—Am. 2000, Act 111, Imd. Eff. May 24, 2000.

Former law: See section 6 of Ch. 64 of Act 314 of 1915.

Michigan Court Rule 3.613 - Change of Name:

(A) Published Notice, Contents. A published notice of a proceeding to change a name shall include the name of the petitioner; the current name of the subject of the petitioner; the proposed name; and the time, date and place of the hearing.

(B) Minor's Signature. A petition for a change of name by a minor need not be signed in the presence of a judge.

(C) Notice to Noncustodial Parent. Service on a noncustodial parent of a minor who is the subject of a petition for change of name shall be made in the following manner.

(1) Address Known. If the noncustodial parent's address or whereabouts is known, that parent shall be served with a copy of the petition and a notice of hearing.

(2) Address Unknown. If the noncustodial parent's address or whereabouts is not known and cannot be ascertained after diligent inquiry, that parent shall be served with a notice of hearing by publishing in a newspaper and filing a proof of service as provided by MCR 2.106(F) and (G). The notice must be published one time at least 14 days before the date of the hearing, must include the name of the noncustodial parent and a statement that the result of the hearing may be to bar or affect the noncustodial parent's interest in the matter, and that publication must be in the county where the court is located unless a different county is specified by statute, court rule, or order of the court. A notice published under this subrule need not set out the contents of the petition if it contains the information required under subrule (A). A single publication may be used to notify the general public and the noncustodial parent whose address cannot be ascertained if the notice contains the noncustodial parent's name.

(D) Consultation with Minor, Presumption. A child 7 years of age and under is presumed not of sufficient age to be consulted concerning a preference on change of name.

(E) Confidential Records. In cases where the court orders that records are to be confidential and that no publication is to take place, records are to be maintained in a sealed envelope marked confidential and placed in a private file. Except as otherwise ordered by the court, only the original petitioner may gain access to confidential files, and no information relating to a confidential record, including whether the record exists, shall be accessible to the general public.

Michigan Court Rule 5.106 - Publication of Notice of Hearing:

(A) Requirements. A notice of hearing or other notice required to be made by publication must be published in a newspaper as defined by MCR 2.106(F) one time at least 14 days before the date of the hearing, except that publication of a notice seeking a determination of a presumption of death based on absence pursuant to MCL 700.1208(2) must be made once a month for 4 consecutive months before the hearing.

(B) Contents of Published Notice. If notice is given to a person by publication because the person's address or whereabouts is not known and cannot be ascertained after diligent inquiry, the published notice must include the name of the person to whom the notice is given and a statement that the result of the hearing may be to bar or affect the person's interest in the matter.

(C) Affidavit of Publication. The person who orders the publication must cause to be filed with the court a copy of the publication notice and the publisher's affidavit stating

- (1) the facts that establish the qualifications of the newspaper, and
- (2) the date or dates the notice was published.

(D) Service of Notice. A copy of the notice:

- (1) must be mailed to an interested person at his or her last known address if the person's present address is not known and cannot be ascertained by diligent inquiry;
- (2) need not be mailed to an interested person if an address cannot be ascertained by diligent inquiry.

(E) Location of Publication. Publication must be in the county where the court is located unless a different county is specified by statute, court rule, or order of the court.

STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	PETITION TO CHANGE NAME	FILE NO.
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In the matter of the name change of _____
Present first name(s), middle name(s), and last name(s) (type or print)

to _____
Requested new first name(s), middle name(s), and last name(s) (type or print)

1. An action within the jurisdiction of the family division of circuit court involving the family or family members of the above named person(s) has been previously filed in _____ Court, Case Number _____, was assigned to Judge _____, and remains is no longer pending.

2. The name change is for:

a. a married person who wishes to also include a name change for:

his/her spouse. his/her minor child(ren), of whom the petitioner has legal custody.

b. an adult.

c. a minor, whose natural or adopted parents are: _____ and

Mother

Father

Both parents are deceased. The guardian is _____ . (attach letters of guardianship)
Name

3. The name change is for the following reason: _____

4. The name change is not sought for any fraudulent intent.

5. The following person(s) seeking a name change have a criminal record: _____

6. Each person for whom a name change is sought has been a resident of the county for at least one year.

[Complete item 7. only if the name change is for a minor. Please see other side for remainder of petition.]

7. I have legal custody of the minor.

a. The noncustodial parent has had the ability to visit, contact, or communicate with the child and has regularly and substantially failed or neglected to do so for a period of two years or more before the filing of this petition **and either:**

a support order has been entered, and the noncustodial parent has failed to substantially comply with the order for a period of two years or more before the filing of this petition; **or**

a support order has not been entered and the noncustodial parent, having the ability to support or assist in supporting the child, has failed or neglected to provide regular and substantial support for two years or more before the filing of this petition.

b. The noncustodial parent has been convicted of child abuse (MCL 750.136b), criminal sexual conduct (MCL 750.520b, MCL 750.520c, 750.520d, or 750.520e), or assault with intent to commit criminal sexual conduct (MCL 750.520g) and the child or a sibling of the child was the victim. (attach judgment of sentence)

c. The last known address of the noncustodial parent is: _____

The noncustodial parent is not living at the above address, and I have taken the following steps to locate him/her:

(PLEASE SEE OTHER SIDE)

Do not write below this line - For court use only

8. I request the following name change(s): (type or print first name, middle name, and last name)

FROM	TO	DATE OF BIRTH
Petitioner		month, day, year
Spouse		month, day, year
Minor child		
Minor child		
Minor child		
Minor child		

If you want a new live birth certificate, check item 9. A special order is not needed if you only want to add the changed name(s) to the original certificate(s).

9. I request the court to order the State Registrar to create a new live birth certificate that does not disclose the name of

_____ at birth and to seal the original certificate.
Name

I declare that this petition has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Date

Date

Petitioner signature

Petitioner signature

Name (type or print)

Name (type or print)

Address

Address

City, state, zip Telephone no.

City, state, zip Telephone no.

10. I am the spouse of the petitioner or the non-custodial parent of the minor and consent to the granting of this petition to change name.

Date

Signature

11. I am a minor 14 years of age or older, and I consent to the granting of this petition to change my name.

Date

Minor's signature

Date

Minor's signature

12. I am a minor under 14 years of age, and I state my preference to the name change above.

Date

Minor's signature

Date

Minor's signature

Attorney signature

Address

Attorney name (type or print) Bar no.

City, state, zip Telephone no.

STATE OF MICHIGAN PROBATE COURT COUNTY CIRCUIT COURT - FAMILY DIVISION	PUBLICATION OF NOTICE OF HEARING	FILE NO.
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In the matter of _____

TO ALL INTERESTED PERSONS including:*

whose address(es) are unknown and whose interest in the matter may be barred or affected by the following:

TAKE NOTICE: A hearing will be held on _____ at _____
Date Time

at _____ before Judge _____
Location Bar no.

for the following purpose:

_____	_____	_____	_____
Attorney name (type or print)	Bar no.	Petitioner name (type or print)	
_____	_____	_____	_____
Address		Address	
_____	_____	_____	_____
City, state, zip	Telephone no.	City, state, zip	Telephone no.

PUBLISH ABOVE INFORMATION ONLY

Publish _____ time(s) in _____ in _____ County.
Name of publication

Furnish _____ copies to _____.

Furnish affidavit of publication to the court.

Forward statement for publication charges to _____.

***NOTE TO PREPARER:** This notice may be combined with the Notice to Creditors (form PC 574) by adding the language from the Notice to Creditors.

Do not write below this line - For court use only

STATE OF MICHIGAN
IN THE 20th CIRCUIT COURT FOR OTTAWA COUNTY – FAMILY DIVISION

File No: _____

Consent to Name Change

In the matter of: _____

I understand that my consent is necessary for this name change. The judge has fully explained to me that I do not have to sign this consent. I consent to my name being changed to: _____

Signature of Minor

Type or Print Minor's Name

Street Address

City, State and Zip Code

The court made such investigation as it deemed necessary and after fully explaining to the minor the fact that s/he was consenting to have his/her name changed as stated above, the minor then voluntarily signed this consent before me. A verbatim record of testimony was/was not made.

Date

20th Circuit Court Judge

Note: If the minor is age 14 or older, this consent form must be signed in the presence of the Court. If the child is age 7 to 13, this form can be signed by the minor and filed with the Petition for Name Change.

STATE OF MICHIGAN PROBATE COURT COUNTY CIRCUIT COURT - FAMILY DIVISION	WAIVER/CONSENT	FILE NO.
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In the matter of _____

1. I am interested in the matter as _____ .

2. I waive notice of the hearing and consent to the application/petition for _____
Nature of application/petition and name of applicant/petitioner

_____, and I declare that I have received a copy of this application/petition.

3. I waive notice of the hearing concerning _____
Nature of hearing

_____		_____	
Date		Date	
_____		_____	
Signature		Signature	
_____	_____	_____	_____
Attorney name (type or print)	Bar no.	Name (type or print)	
_____	_____	_____	_____
Address		Address	
_____	_____	_____	_____
City, state, zip	Telephone no.	City, state, zip	Telephone no.

NOTE: Do not use for waivers pursuant to MCL 700.3310.

Do not write below this line - For court use only

STATE OF MICHIGAN PROBATE COURT COUNTY CIRCUIT COURT - FAMILY DIVISION	PROOF OF SERVICE	FILE NO.
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In the matter of _____

1. Titles of the papers served or mailed: _____

2. I served by ordinary mail registered mail (copy of return receipt attached) certified mail (copy of return receipt attached) the papers described above on:

Name	Complete address of service	Date

3. I served by **personal service** the papers described above on:

Name	Complete address of service	Date and Time

4. After diligent search and inquiry, I have been unable to find and serve the following interested persons. I have served these persons by publication. Attached are copies of form PC 617.

I declare under the penalties of perjury that this proof of service has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

Service fee	Miles traveled	Mileage fee	Total fee
\$		\$	\$

_____ Date

_____ Signature

Do not write below this line - For court use only

STATE OF MICHIGAN JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	ORDER FOLLOWING HEARING ON PETITION TO CHANGE NAME	FILE NO.
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In the matter of the name change of _____
Present first name(s), middle name(s), and last name(s) (type or print)

to _____
Requested new first name(s), middle name(s), and last name(s) (type or print)

1. Date of Hearing: _____ Judge: _____ Bar no.

THE COURT FINDS:

- 2. A petition for name change has been filed.
- 3. Notice of hearing was given by publication.
- 4. Each person for whom a name change is sought has been a resident of the county for at least one year.
- 5. The court has received the required criminal record report(s) from the Michigan Department of State Police.
- 6. _____ has a criminal record.
Name(s) (type or print)
- 7. a. The request for name change of _____ is made with fraudulent intent.
Name(s) (type or print)
- b. The request for name change of _____ is not made with fraudulent intent.
Name(s) (type or print)
- 8. The petitioner, having legal custody, requests the name change of a minor. The noncustodial parent has consented to the change.
- 9. The petitioner requests the name change of a minor. The custodial parent has consented to the name change. The noncustodial parent was given notice of the hearing.
 - a. The noncustodial parent has had the ability to visit, contact, or communicate with the minor but has regularly and substantially failed or neglected to do so for the past two years, **and**
 - a support order has been entered, and the noncustodial parent has failed to substantially comply with the order for a period of two years or more before the filing of the petition for name change; **or**
 - a support order has not been entered and the noncustodial parent, having the ability to support or assist in supporting the child, has failed or neglected to provide regular and substantial support for two years or more before the filing of the petition for name change.
 - b. The noncustodial parent has been convicted of child abuse (MCL 750.136b), criminal sexual conduct (MCL 750.520b, 750.520c, 750.520d, or 750.520e), or assault with intent to commit criminal sexual conduct (MCL 750.520g) and the child or a sibling of the child was the victim.
- 10. The minor(s) under the age of 14 has/have stated a preference to a name change.
- 11. The minor(s) is/are not of sufficient age to express a preference to a name change.

(PLEASE SEE OTHER SIDE)

Do not write below this line - For court use only

IT IS ORDERED:

12. The name(s) of the following person(s) is/are changed:

FROM	TO	DATE OF BIRTH
		month, day, year
		month, day, year
		month, day, year
		month, day, year
		month, day, year
		month, day, year

13. The State Registrar shall create a new live birth certificate for _____

that does not disclose the name at birth and shall seal the original certificate.

14. The request to change the name of _____ is denied.

15. The request is denied and the petition is dismissed.

Date

Judge

Attorney name (type or print) Bar no.

Address

City, state, zip Telephone no.

NOTE TO PETITIONER: You must provide this order to the State Registrar if you want to change your birth certificate.

Note to Clerk: Under MCL 711.1(3), if the court enters an order to change the name of a person who has a criminal record, the court shall forward the order to the central records division of the Michigan State Police and to 1 or more of the following:

- The Department of Corrections if the person named in the order is in prison or on parole or has been imprisoned or released from parole in the immediately preceding 2 years.
- The sheriff of the county in which the person named in the order was last convicted if the person was incarcerated in a county jail or released from a county jail within the immediately preceding 2 years.
- The court that has jurisdiction over the person named in the order if the person named in the order is under the jurisdiction of the family division of the circuit court, or until January 1, 1998, the probate court, or has been discharged from the jurisdiction of that court within the immediately preceding 2 years.