

**OFFICE OF THE COURT ADMINISTRATOR
LEHIGH COUNTY COURT OF COMMON PLEAS
LEHIGH COUNTY COURTHOUSE, ROOM 614
ALLENTOWN, PA 18101
(610) 782-3014 FAX (610) 871-2779**

TO FILE A PETITION FOR NAME CHANGE OF MINOR CHILD, COMPLETE THE FOLLOWING:

- 1. You need a COURT APPROVED FINGERPRINT CARD to get fingerprinted for a criminal background check. The fingerprint card may be taken to a PSP barracks or the Lehigh County Jail for completion. There may be a charge for this service. A fingerprint card is not required to change the name of a child 12 years of age or younger.**
- 2. Complete the Petition for Name Change. A separate Petition for Name Change is required for each person changing their name. The Petition for Name Change should be completed using minor child's initials, not the full name of the minor child. The Confidential Information Form should be completed for each minor child.**
- 3. Bring the completed Petition for Name Change and the COURT APPROVED FINGERPRINT CARD to Court Administration, Room 614.**
- 4. Court Administration will provide an Order for Publication and Notice which will specify the date and time of the hearing.**
- 5. File the Petition for Name Change, the Order for Publication and Notice, and the fingerprint card in the Clerk of Court's Office, Room 122. There is a filing fee.**
- 6. Obtain a Name Change Certification from the Recorder of Deeds, located in the Clerk of Court's Office, Room 122. This concerns the existence of any recorded mortgages. You will be required to bring this Certification to the hearing.**
- 7. If the Petitioner is seeking to change the name of a minor child, and only one parent joins in the Petition, the Petitioner must either:
 - a. Obtain the written, notarized consent of the other parent, OR**
 - b. Send a copy of the Petition and Order for Publication and Notice at his/her last known address via regular and certified mail, return receipt requested.****
- 8. Complete legal publications in The Morning Call and the Lehigh Law Journal. Contact information and sample publication is attached. Each publication will have a fee. Notice of publication must be published at least 30 days before the hearing.**
- 9. Appear for the hearing pursuant to the Order for Publication and Notice with:
 - a. Proof of publications in The Morning Call and the Lehigh Law Journal;**
 - b. Name Change Certification from the Recorder of Deeds; and**
 - c. Proof of service/consent of name change for a minor child, if applicable.****