

**OFFICE OF THE COURT ADMINISTRATOR
LEHIGH COUNTY COURT OF COMMON PLEAS
LEHIGH COUNTY COURTHOUSE, ROOM 731
ALLENTOWN, PA 18101
(610) 782-3014 FAX (610) 871-2779**

**TO FILE A PETITION FOR NAME CHANGE OF ADULT, 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.**
- 3. Bring the completed Petition for Name Change and the COURT APPROVED FINGERPRINT CARD to Court Administration, Room 731.**
- 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, Civil Division. There is a filing fee.
 - a. The filing fee includes the Clerk of Court's office to 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.**
 - b. The Clerk of Court's office will run the Certification of Judgment in the afternoon on the business day prior to the Name Change Hearing and docket the Certification of Judgment.****
- 6. 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.**
- 7. 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.****