

# NAME CHANGE

## Section 1 Fingerprinting for criminal background check

### Step 1 Court Approved fingerprint card

- ☐ You need a **COURT APPROVED FINGERPRINT CARD** to get fingerprinted for a criminal background check. (Not required for Minor child age 12 and under proceed to section 2)
- ☐ Obtain the **Court Approved Fingerprint Card** by either going to the Office of Court Administration located in room 614 of the Lehigh County Courthouse, or by calling (610) 782-3014 and requesting that a fingerprint card be mailed to you.

### Step 2 Get fingerprinted

- ☐ Take the **Court Approved Fingerprint Card** to a State Police Station and request to be fingerprinted.
- ☐ Be prepared to pay a fee.

### Step 3 Submit Fingerprint Card

- ☐ Mail your completed fingerprint card by United States Postal Service to:  
Clerk of Judicial Records,  
455 W. Hamilton St.  
Room 122  
Allentown, PA 18101

## Section 2 Form Preparation

- ☐ Complete the following forms in order and print one (1) copy of each form:
  - ☐ Form 1 -**Civil Cover Sheet**
  - ☐ Form 2 – **Petition for Name Change**
  - ☐ Form 3 – **Order for Publication**

## Section 3 E-Filing the Documents (OFS Odyssey File & Serve)

For full registration and filing instructions, please review the Independent Filer Instructions and OFS Civil Guidelines documents under the Self-Help section of <https://pennsylvania.tylertech.cloud/ofswb>

- ☐ Filing a New Action
  - ☐ Go to <https://pennsylvania.tylertech.cloud/ofswb>
  - ☐ Select the Civil category and select your case type
  - ☐ Enter the party names and addresses
  - ☐ Select each filing code. After selecting the filing code, you will be able to upload your documents
  - ☐ Confirm your payment information
  - ☐ Submit the filing to the review queue
- ☐ Once your filings have been accepted through the OFS Odyssey File & Serve, you will receive an email at the email address that you used to register with, stating if your filing has been approved or denied. **Once you have received the email stating that your filing has been approved, there will be a link to view the approved document(s).**
  - ☐ Print out two (2) time-stamped copies of the completed **Petition for Name Change and Order for Publication.**
    - ☐ Keep one (1) copy for your records
    - ☐ Send One (1) copy to the Clerk of Judicial Records – Deeds Division, Lehigh County Courthouse, 455 W. Hamilton Street, Room 122, Allentown, PA 18101
  - ☐ Print two (2) additional copies **If** the petitioner seeks to change the name of a **minor child** and only one parent joins in the petition and you

cannot obtain a notarized written consent from the other parent,

- ☐ One (1) to send by certified mail
- ☐ One (1) to send by regular mail.

## **Minor Child**

If the petitioner seeks to change the name of a minor child and only one parent joins in the petition, then the petitioning parent must do one of the following:

- ☐ Go to the post office and send the date and time stamped photocopy of the Petition for Name Change and Order for Publication to the other parent at their last known address by both regular mail and certified mail, return receipt requested

Or

- ☐ Obtain a written, notarized consent from the other parent.

## **Section 4 Notice of Publication**

Notice of publication must be in typewritten form and must be published at least thirty (30) days before your scheduled hearing date. Publish your notice in the Lehigh County Law Journal and the Morning Call immediately after filing.

For Sample Notice see

Adult Notice <https://www.lccpa.org/selfhelp/namechange/SamplenoticeAdultNameChange.dot>

Minor Child(ren)

<https://www.lccpa.org/selfhelp/namechange/SamplenoticeMinorChildNameChange.dot>

### **Step 1 Lehigh County Law Journal**

- ☐ Lehigh County Bar Association is located at 1114 Walnut Street, Allentown, PA 18102
  - ☐ For publishing information and fees see website: <http://lehighbar.org/resources/law-journal/>
  - ☐ Request an Affidavit (proof of publication)

### **Step 2 The Morning Call**

- ☐ The Morning Call is located at 101 North Sixth Street, Allentown, PA 18101  
Phone (610) 8206500
- ☐ Requests for publication must be typewritten and emailed to [legalads@mcall.com](mailto:legalads@mcall.com)
- ☐ Request an Affidavit (proof of publication)
- ☐ The Morning Call will contact you to setup payment arrangements.

## **Section 5 Hearing**

- ☐ Arrive 15 minutes before your scheduled hearing.
- ☐ Take the following items with you to the Courthouse:
  - ☐ One Affidavit proving publication in the Lehigh County Law Journal
  - ☐ One Affidavit proving publication in the Morning Call
  - ☐ Name Change Certification from the Clerk of Judicial Records – Deeds Division
- ☐ **If** the petitioner seeks to change the name of a minor child and only one parent joins in the petition, then the petitioning parent must bring the following to court:
  - ☐ A written, notarized consent from the other parent, **or**
  - ☐ The returned green post card (Domestic Return Receipt Form 3811), **or**
  - ☐ The returned envelope, unopened with green card attached.
- ☐ Check in with Court Staff at assigned Courtroom.