

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** either by going to the Office of Court Administration located in room 614 of 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 or your local Municipal Police Department in Lehigh County and request to be fingerprinted.
- Be prepared to pay a fee; there may be a charge for this service depending on the Police Department.

Section 2 Form Preparation

Step 1 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**
- If petitioning to change the name of a **minor child** also complete and print one (1) copy of the following form:
 - Confidential Information Form**

Step 2 Signature

- Sign and date all printed copies of the completed forms from Step 1 that require your signature

Section 3 Lehigh County Courthouse

- Take the following items to the Lehigh County Courthouse located at 455 West Hamilton Street Allentown, PA:
 - Completed and signed Civil Cover Sheet (form 1) and Petition for Name Change (form 2)
 - Completed and signed Confidential Information Form if petitioning for a minor child
 - Completed **Court Approved Fingerprint Card** (not required for child 12 and under)
 - Cash or Credit/Debit Card to cover filing fees; no personal checks will be accepted. For filing fees see <https://www.lccpa.org/civil/CivilCourtFees.pdf>

Step 1 Request for hearing date – Court Administration

- Go to the Office of Court Administration located in room 614 of the Lehigh County Courthouse:
 - Give the Petition for Name Change (form 2) to an employee of the Office of Court Administration. They will schedule your hearing, complete and give you an Order for Publication and return your paperwork to you to e-file in the Clerk of Judicial Records.

Step 2 Filing (e-file) Clerk of Judicial Records

- Go to the Clerk of Judicial Records located in room 122 of Lehigh County Courthouse:
 - Give all paperwork to the Clerk and pay for all filing fees.
 - Proceed to Kiosk to e-file original documents.
 - Print two (2) copies
 - Keep one (1) copy for your records
 - One (1) copy for the Clerk of Judicial Records – Deeds Division
 - 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.

Step 3 Name Change Notification – Clerk of Judicial Records – Recorder of Deeds

- Obtain a Name Change Certification documenting the existence of any recorded mortgages from the Clerk of Judicial Records – Recorder of Deeds Division located in room 122

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) 820-6500
- Requests for publication must be typewritten and emailed to **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.