

LIVINGSTON COUNTY CLERK'S OFFICE

PETITION FOR NAME CHANGE

ADULT

NOTE: FINGERPRINTS ARE REQUIRED FOR ADULTS 22 YEARS OF AGE OR OLDER

\$185 FILING FEE

LIVINGSTON COUNTY CIRCUIT COURT CLERK'S OFFICE

204 S. HIGHLANDER WAY, SUITE 4
HOWELL, MI 48843
517-546-9816

NAME CHANGE PROCEDURES

Residency Requirement: Must be a resident of Livingston County for one year prior to filing.

Filing Fees: \$185.00; Includes (1) certified copy of the Order Changing Name.

Fingerprints: Required for all individuals 22 years of age or older; additional fee;

Refer to attached Fingerprint Instructions.

Publication: Refer to attached publication instructions.

Complete the following forms that apply and then file at the Livingston County Clerk's Office

Name Change Petition (PC 51)

- One petition per name change, an adult petition may also include the spouse and/or minor child(ren) or children from the same family may be listed on the same petition.
- Adults and minors over the age of 14 must sign the petition and appear for the hearing.
- Minor name changes: Both the birth mother and father must consent to name change. Both must sign the petition or give their consent by signing a Waiver & Consent form (PC 561). If unable to get the other parent's consent, please contact the Clerk's office. The other parent must be provided notice of the name change request and notice of hearing.

Publication and Notice of Hearing (PC 563)

Required for every Name Change Petition. The Clerk will provide a hearing date and time.

You will be responsible to pay a publication fee to the Newspaper.

Notice of Hearing (MC 326)

The Clerk will provide a hearing date and time.

Circuit Court Praecipe

Will be provided by the Clerk when filed.

Order Following Hearing on Petition to Change Name (PC 52)

Required for every Name Change Petition. Complete only the first line with name as it is now and # 13 with name as it is now, proposed name and Date of Birth.

Name Change Fingerprint Procedures and Locations

Every person 22 years of age or older who's name appears on the Petition to Change Name must have a complete set of fingerprints taken at a local police agency.

These fingerprints will be used by the Michigan State Police to check criminal records. The Michigan State Police will send a report to the court regarding any criminal records.

You are not able to use fingerprints that have been taken at an earlier date. Make sure that you have photo identification with you.

Please **DO NOT FOLD** fingerprint card. Send only **one** card per adult.

Instructions:

- 1) File a Petition to Change Name at the Circuit Court Clerk's office.
- 2) Take a copy (provided by the Clerk) to a local law enforcement agency and ask to be printed on a R1-8 Applicant Fingerprint card. Complete the card entirely. Write "Name Change" in segment E "Other" block and mark the box under "Search Requirements" for FBI & State. The name of the court must be written in segment F "Send Response to". Complete both sides and include your phone number and email address on the card or a note.
- 3) Mail the Petition to Change Name, completed fingerprint card and the appropriate fee (currently \$43.25), made payable to the **Michigan State Police** at this address:

Michigan State Police
CJIC
P.O. Box 30266
Lansing, MI 48909

Fingerprint Locations:

Livingston County Sheriff's
Department
150 S. Highlander Way
Howell, MI 48843
Monday-Friday from 8-3:30 pm.

Michigan State Police
4337 Buno Rd.
Brighton, MI 48114
*Available the 2nd and 4th Monday of
the month from 12-3pm*