

MINOR CHANGE OF NAME

1. Obtain and complete the following forms:
 - a. Petition for Change of Name [**Petition**] (2 copies)
 - b. Decree of Change of Name [**Decree**] (2 copies)
 - c. Notice of Hearing (2 copies) - *used when natural parents are not cohabitating*
 - d. Notice of Publication (2 copies) *used when whereabouts of non-custodial parent is unknown*
2. When both biological (birth) parents are in agreement of the name change, the parents file the Petition in the Circuit Clerk's Office. A fee of \$267.00 must be paid in cash, money order, check or credit card at the time of filing the Petition. A hearing date and time will be set by the Judge's secretary. Both parents must appear at the assigned date and time in the courtroom specified; make certain all copies of the Decree are complete at that time.
3. If the biological (birth) parents of the minor are not cohabitating, the custodial parent must file the Petition along with a "Notice of Hearing" in the Circuit Clerk's office, and then, by certified mail, mail copies of the Petition and the "Notice of Hearing" to the non-custodial parent. A fee of \$258.00 must be paid in cash, money order, check or credit card at the time of filing the Petition. A hearing date and time will be set by the Judge's secretary. Parent(s) will appear at the assigned date and time in the courtroom specified; make certain all copies of the Decree are complete at that time.
4. **The custodial parent must give notice to the non-custodial parent as required under 735 ILCS 5/21-103 and 735 ILCS 5/21-104.**
5. After court, return to the Circuit Clerk's office to obtain certified copies of the Decree. One copy is free and an \$8.00 fee is charged for each additional certified copy.

NOTE: The Petition must be notarized prior to filing. The Circuit Clerk's office has notaries available. A government issued photo ID is required for notarization.

6. To change the minor's birth certificate to the new name, contact:

The Bureau of Vital Statistics
State of Illinois – Department of Public Health
925 East Ridgley Avenue
Springfield, IL 62702
217-782-6553

**The Circuit Clerk's office hours are Monday – Friday, 8:30 a.m. to 4:30 p.m.,
EXCEPT for legal holidays and court closures.**