

## INSTRUCTION SHEET FOR CHANGING THE NAME OF A MINOR CHILD

The forms presented in this packet are designed to guide you in the preparation of change of name of a minor child. You must fill in the required information as it applies to your situation. Your papers should remain in the same order as they appear in this packet.

You should type in every blank line EXCEPT for the civil action file number blanks and the lines provided for signatures. Make sure that everything is signed.

**The Judges, Judicial Staff Attorneys, the Clerk of Court, the Deputy Clerks, or other Court personnel, ARE NOT allowed to answer any questions concerning the preparation of these forms. State Law O.C.G.A. §15-19-51 prohibits Court Personnel from giving legal advice.** Different situations may require special procedures and courthouse personnel cannot advise you on how to proceed or what forms may be necessary in specific situations. The only person allowed to help you in the preparation of these forms is a licensed attorney hired to represent you. Please consult an attorney if you have questions about the procedure or what action is best for you to take.

Remember, you must fully complete the forms and follow all instructions before the Judge will be able to grant your change of name. **Incomplete forms, as well as forms that are improperly filled out, may delay the grant of your change of name.** Make sure that you take time to read over all the forms, and understand what is being asked of you in each situation.

Georgia Law which governs changes of name: O.C.G.A. § 19-12-1.



6.

The reasons for such change in name(s) are as follows:

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7.

The natural parents of said child(ren) are:

Mother's Name:

Address:

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Father's Name:

Address:

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8.

**(Choose one)**

a) The written consent of the other parent to such name change is attached hereto as Exhibit A.

b) The  mother or  father of the minor child may be served at his/her address at: \_\_\_\_\_

**WHEREFORE**, Petitioner respectfully prays for the following:

- (a) \_\_\_\_\_ to be appointed as guardian ad litem, if necessary;
- (b) \_\_\_\_\_ Personal service on parents and guardians (when appropriate).  
[OR]
- (c) \_\_\_\_\_ Service by certified mail on parents or guardians (when appropriate);
- (d) That the name of \_\_\_\_\_ be changed to \_\_\_\_\_;
- (e) That the name of \_\_\_\_\_ be changed to \_\_\_\_\_;
- (f) And such other relief as the Court deems necessary and proper.

Respectfully submitted, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_,  
Petitioner *pro se*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Petitioner's Address

\_\_\_\_\_  
Petitioner's Telephone Number

\_\_\_\_\_  
Petitioner's Email Address







