



North Carolina Name Change Guidelines & Form Requirements

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As Of: September 10th, 2019

Initial Steps for Legal Name Change:

These steps should be completed by the person changing their name. If there are any questions regarding these steps, or if you need assistance finding a notary public, contact the Guilford Green Foundation & LGBTQ Center.

1. Two (2) original FD-258 Applicant Fingerprint Cards.

- a. What to bring:
 - i. Driver's license or other government-issued picture identification card.
 - ii. Payment.
- b. Cost:
 - i. Usually \$10.00 per card, or \$20.00 total.
 - ii. Must be cash, certified check, or money order.
- c. Where: Sheriff's Office.
- d. Details:
 - i. You need one (1) card for an FBI background check. Where it asks your reason to be fingerprinted, write "Summary Request."
 - ii. You need one (1) card for an SBI background check. Where it asks your reason to be fingerprinted, write "Right to Review."

2. FBI Background Check.

- a. What to send:
 - i. Written request, available here: <https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf>.
 - ii. Fingerprint Card. Do not fold.
 - iii. Payment.
- b. Cost: \$18.00 certified check or money order payable to Treasury of the United States.
- c. Where:
 - i. Send to:

FBI CJIS Division—Summary Report
 1000 Custer Hollow Road
 Clarksburg, WV 26306
- d. Details:
 - i. Where it asks your reason, check "Other."

3. SBI Background Check.¹

- a. What to send:
 - i. Written request, available here: <http://www.ncsbi.gov/Services/SBI-Forms.aspx>. Click on “Background Check for NC Criminal Records (Right to Review Process).”
 - ii. Fingerprint Card. Do not fold.
 - iii. Payment.
- b. Cost: \$14.00 certified check or money order payable to NC State Bureau of Investigation.
- c. Where:
 - i. Send to:

NC State Bureau of Investigation
Criminal Information and Identification Section
Attention: Applicant Unit—Right to Review
Post Office Box 29500
Raleigh, NC 27626-0500
- d. Details:
 - i. Where it asks your reason, write “Summary Request.”

4. Original/Certified Birth Certificate.

- a. Obtain one (1) original/certified birth certificate from the Bureau of Vital Statistics, if you do not have one already.

¹ The FBI process can take over a month longer than the SBI background check, and the petition of name change must be filed within ninety (90) days of the background checks, so it is recommended that the petitioner wait until they receive the results of the FBI background check before requesting the SBI background check, which is a much faster process.

Steps for Legal Name Change After Receiving Results of Background Checks:

This portion of the name-change process can be completed by the person filing for a name change directly, or with the help of an attorney. If you have questions about these steps or if you need assistance in locating an attorney or a notary public, you can contact the Guilford Green Foundation & LGBTQ Center.

1. Notice of Intent to File for Name Change.

- a. What to bring: Notice of Intent to File Name Change (see page 9).
- b. Where: Clerk of Superior Court (Special Proceedings) in county where you live.
- c. Details:
 - i. Have your Notice file-stamped with date/time when you post it.
 - ii. Must be posted for ten (10) consecutive days in the “appropriate location.” The Clerk will tell you where this is.

2. Petition for Name Change.

- a. What to bring:
 - i. Petition for Name Change (see page 10).
 - ii. Notarized Verification page.
 - iii. Two (2) notarized Affidavits of Good Character.²
 - iv. Notarized Affidavit Regarding Outstanding Tax or Child Support Obligation.
 - v. Original/certified birth certificate.
 - vi. Photocopy of birth certificate.
 - vii. Proof of residency (e.g., driver’s license, or official correspondence, such as a bill or bank statement, addressed to you and received within the past thirty (30) days).
 - viii. Proof of identity (e.g., driver’s license or passport).
 - ix. Payment.
 - x. Other documents as required. Confirm with the Clerk to determine if any other documents are required.
 - xi. Self-addressed and stamped envelope.
- b. Cost: \$120.00 cash, money order, or certified check. Confirm with the Clerk to determine to whom it needs to be made out.
- c. Where: Clerk of Superior Court (Special Proceedings) in county where you live.
- d. Details:
 - i. This must be filed within ninety (90) days of receipt of your FBI and SBI background checks.

² Affidavits of Good Character must be completed by persons living in the county in which the name change petition will be filed and cannot be related to the petitioner by blood or marriage.

3. Hearing.

- a. All name changes are subject to a hearing. Even if all your documents have been filed correctly, your request to change your name may be denied.
- b. A hearing, if required, will be scheduled for approximately thirty (30) days after filing the petition.

4. Copies of Court-Ordered Name Change.

- a. Obtain five (5) certified copies of the court-ordered name change.
 - i. The cost varies by county, but it usually costs \$5. Most counties only accept cash.
- b. Make sure the Clerk sends the pink copy of the court-ordered name change to the Bureau of Vital Records.

Steps for Legal Name Change After Receiving Court-Ordered Name Change:

These steps should be completed by the person changing their name. If there are any questions regarding these steps, or if you need assistance finding a notary public, contact the Guilford Green Foundation & LGBTQ Center.

1. Change Name with Social Security Office.

- a. What to bring:
 - i. Certified Copy of Court-Ordered Name Change.
 - ii. U.S. birth certificate or U.S. passport.
 - iii. Driver's license.
 - iv. Application for Social Security Card, available here: <https://www.ssa.gov/forms/ss-5.pdf>.
- b. Where:
 - i. Find the correct office here: <https://secure.ssa.gov/ICON/main.jsp>.
- c. Details:
 - i. Make sure you get all the documents you bring with you, other than the application, back. If they refuse to give them to you, contact the Guilford Green Foundation & LGBTQ Center immediately via e-mail, documenting the date, time, & names of any employees assisting you at the Social Security Office.
 - ii. Updating your information at the Social Security office is free.

2. Change Name on Your Birth Certificate.

- a. What to send:
 - i. Application for a Copy of a North Carolina Birth Certificate, available here: http://vitalrecords.nc.gov/documents/Apppl_BirthCert_GN_fill-in_20161101.pdf.
 1. Complete the "Record Changes" section regarding "Name Change."
 - ii. Copy of your driver's license or passport.
 - iii. \$39.00 money order or certified check.

- b. Where: Send to:

North Carolina Department of Health and Human Services
Division of Public Health
N.C. Vital Records
1903 Mail Service Center
Raleigh, NC 27699-1900

3. Change Name on Driver's License.³

- a. What to bring:
 - i. Certified Copy of Court-Ordered Name Change.
 - ii. New Social Security Card.
 - iii. Current driver's license.
 - iv. If you have not received a REAL ID, the documents required to do so. Find required documents here:
<https://www.ncdot.gov/dmv/driver/realid>.
- b. Cost: \$13.00
- c. Where: DMV.
- d. Details:
 - i. Make sure you get all the documents you bring with you, other than the application, back. If they refuse to give them to you, contact the Guilford Green Foundation & LGBTQ Center immediately via e-mail, documenting the date, time, & names of any employees assisting you at the DMV.

4. Change Name on Passport, if applicable.

- a. What to bring:
 - i. Certified Copy of Court-Ordered Name Change.
 - ii. Birth certificate and driver's license OR old passport.
 - iii. U.S. Passport Application, available here:
<https://eforms.state.gov/Forms/ds11.PDF>.
- b. Where: Passport office.
- c. Details:
 - i. Make sure you get all the documents you bring with you, other than the application, back. If they refuse to give them to you, contact the Guilford Green Foundation & LGBTQ Center immediately via e-mail, documenting the date, time, & names of any employees assisting you at the DMV.

³ You must report your new name to the North Carolina DMV within 60 days of your court-ordered name change and get an updated NC driver's license or ID card. Before changing your name on your NC driver's license or ID card, you must first change your name with the Social Security Administration. Wait 2-3 days after changing your name with the Social Security Administration before reporting the change to the NC DMV.

5. Change Name Everywhere Else.

- a. Certified copies of your court-ordered name change may be required. Due to the expense of obtaining certified copies, always request that the copy be returned to you, or request that you be allowed to send a copy of the certified copy.
- b. Examples:
 - i. Post Office
 - ii. IRS
 - iii. Voter Registration
 - iv. Banks
 - v. Credit Cards
 - vi. Cell Phone Plans
 - vii. Utilities
 - viii. Doctors
 - ix. Insurance Companies
 - x. State Tax Authority
 - xi. Clubs
 - xii. Memberships
 - xiii. Employer
 - xiv. Retirement Plans
 - xv. Will
 - xvi. Health Care Proxy
 - xvii. Living Will
 - xviii. Trust
 - xix. Contracts
 - xx. Power of Attorney

STATE OF NORTH CAROLINA
COUNTY OF _____

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION
BEFORE THE CLERK
FILE NO. _____

IN THE MATTER OF CHANGE OF
NAME OF [ORIGINAL NAME]
TO [NEW NAME]

NOTICE OF PETITION
FOR NAME CHANGE

NOTICE IS HEREBY GIVEN that on or after [date 10 days after posting this notice], 2019 that the Petitioner, [ORIGINAL NAME] will petition to this Court for a change of name to [NEW NAME].

This the __th day of _____, 20__.

[Original name]
[Address]
[Address]

Posted: _____

STATE OF NORTH CAROLINA
COUNTY OF _____

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION
BEFORE THE CLERK
FILE NO. _____

IN THE MATTER OF CHANGE OF
NAME OF [ORIGINAL NAME]
TO [NEW NAME]

**VERIFIED PETITION FOR
NAME CHANGE**

NOW COMES the Petitioner and, after being duly sworn says:

1. Petitioner is a citizen and resident of the County of _____, North Carolina.

2. Petitioner was born in [City], _____ County, [State] on the __th day of _____, [year].

3. Petitioner’s true name is [ORIGINAL NAME].

4. Petitioner desires to adopt the following name: [NEW NAME].

5. The Petitioner’s name has never before been changed.

6. The reasons for the proposed name change is: Petitioner is transgender.

Petitioner is known by the assumed name in the community.

7. The name of Petitioner’s mother is [Mother’s name] and the name of Petitioner’s father is [Father’s name].

8. The Petitioner is over 18 years of age and presents proof of good character by two citizens of Wake County, North Carolina, who know of the good character of Petitioner.

WHEREFORE, Petitioner prays the Court to allow this change of name.

RESPECTFULLY SUBMITTED, this the ____ day of _____, 2019.

Original name

Address

Address

VERIFICATION

[NAME], being first duly sworn, deposes and says:

I am the Petitioner in the above-entitled action; that I have read the Verified Petition for Name Change and know the contents thereof; that the same is true of my own knowledge, or based upon reasonable investigation.

This the ____ day of _____, 2018.

Original name
Address
Address

STATE OF NORTH CAROLINA

COUNTY OF WAKE

Signed and sworn to (or affirmed) before me by _____

Date: _____
[Official Signature of Notary]

_____, Notary Public
[Notary's printed or typed name]

[Official Seal]

My commission expires: _____

STATE OF NORTH CAROLINA
COUNTY OF _____

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION
BEFORE THE CLERK
FILE NO. _____

IN THE MATTER OF CHANGE OF
NAME OF [ORIGINAL NAME]
TO [NEW NAME]

**AFFIDAVIT OF
GOOD CHARACTER**

I, being duly sworn, depose and say:

1. I am a resident of the County of _____, North Carolina.

2. I have known the Petitioner for ____ years. I personally know the
Petitioner to be a person of good character and that the Petitioner has a reputation
as a person with good character and good standing in the community.

This the ____ day of _____, [YEAR].

Name: _____

Address: _____

STATE OF NORTH CAROLINA

COUNTY OF _____

Signed and sworn to (or affirmed) before me by _____.

Date: _____

[Official Signature of Notary]

_____, Notary Public
[Notary's printed or typed name]

[Official Seal]

My commission expires: _____

STATE OF NORTH CAROLINA
COUNTY OF _____

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION
BEFORE THE CLERK
FILE NO. _____

IN THE MATTER OF CHANGE OF
NAME OF [ORIGINAL NAME]
TO [NEW NAME]

**AFFIDAVIT REGARDING
OUTSTANDING TAX AND CHILD
SUPPORT OBLIGATIONS**

I, being duly sworn, depose and say:

1. I am the Petitioner in the request for a legal name change posted on [date].

2. I am a bona fide resident of, and domiciled in, the County of _____,

North Carolina, the county where the name change is sought.

3. The Petitioner does not have an outstanding tax obligation.

4. The Petitioner does have an outstanding child support obligation.

This the ____ day of _____, [YEAR].

[Original name]
[Address]
[Address]

STATE OF NORTH CAROLINA

COUNTY OF _____

Signed and sworn to (or affirmed) before me by _____

Date: _____
_____ [Official Signature of Notary]

_____, Notary Public
[Notary's printed or typed name]

[Official Seal]

My commission expires: _____