609 9th St Sacramento, CA 95814 | 916-874-6012 | saclaw.org

Understanding the Name Change Process in Sacramento

In Sacramento, to petition the court to change a name of an adult or to change the name of a minor; the Sacramento County court recommends using the LawHelp Interactive Form Filler online (https://lawhelpinteractive.org/Interview/GenerateInterview/6957/engine). For more details visit the court's Civil Self Help Services https://www.saccourt.ca.gov/civil/self-help-services/name-gender-change.aspx). You can also fill out individual forms by hand or online.

This *Understanding the Name Change Process in Sacramento* guide includes answers to commonly asked questions and sample filled out forms.

Templates and Forms

The Sacramento County court recommends using the <u>LawHelp Interactive Form Filler online</u> (https://lawhelpinteractive.org/Interview/GenerateInterview/6957/engine) to complete the forms.

Individual forms:

Adult or Minor Name Change

- NC-100 Petition for Change of Name (https://www.courts.ca.gov/documents/nc100.pdf)
- NC-110 Attachment_(https://www.courts.ca.gov/documents/nc110.pdf)
- NC-120 Order to Show Cause for Change of Name (https://www.courts.ca.gov/documents/nc120.pdf)
- NC-130 Decree Changing Name (https://www.courts.ca.gov/documents/nc130.pdf)
- For changing name of minor when one parent cannot be located:
 <u>Declaration of Diligent Search and Request to Dispense with Notice re Petition for Change of Name</u>

 (CV/E-208) (https://www.saccourt.ca.gov/forms/docs/cv-208.pdf)

Fee Waiver (if requested)

FW-001 Request to Waive Court Fees (https://www.courts.ca.gov/documents/fw001.pdf)

STOP! If you are changing your NAME AND GENDER, the process is different, and this guide will not work for you. Ask the Reference Librarian for more information.

Common Questions

What newspaper should I publish the notice of hearing in? You can find a <u>list of newspapers approved for publication in Sacramento County, (https://www.saccourt.ca.gov/general/docs/newspapers-gen-circulation.pdf)</u> along with prices,



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deadlines, and other information, on the Sacramento County Court's website.

- The different papers charge very different prices, so that may help you decide.
- Some papers will file the proof of publication for you, while others require you to pick it up and file it in court yourself. If the paper does it, it's much easier for you. Missing the deadline to file the proof of publication is a common reason name changes are denied.

I just want my own name back after a divorce. If you are restoring your name after dissolution of marriage, you can ask the family court to restore your former name. Use: "Ex Parte Application for Restoration of Former Name after Entry of Judgment and Order," (Restoring Former Name Packet (https://www.saccourt.ca.gov/family/docs/fi-former-name-restoration-after-judgment-packet.pdf))

The different papers charge very different prices, so that may help you decide.

Does the child have to agree to a name change? As the parent or legal guardian, it is your decision. However, if changing the name of a minor over the age of 12, it is recommended that the minor write a declaration agreeing to the name change. Use: <u>Declaration of Minor (MC-030)</u> (https://www.courts.ca.gov/documents/mc030.pdf)

What if I can't find the other parent? If the other parent cannot be served because their location is unknown, the petitioning parent must submit a declaration detailing all attempts made to locate the other parent. Use:

Declaration of Diligent Search and Request to Dispense with Notice re Petition for Change of Name (CV/E-208)

[https://www.saccourt.ca.gov/forms/docs/cv-208.pdf)

How do I update my or my kids' California birth certificate? Once the name change is granted, you will need to contact the California Office of Vital Records. (http://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records.aspx) If you or your children were born in another state, contact that state's department of vital records or equivalent.

Does changing a child's name terminate parentage? Giving a child a different name from the father's or otherwise changing the child's name does not affect the parent-child relationship or the legally recognized identity of the parents. More information on Parentage (http://www.courts.ca.gov/selfhelp-parentage.htm)

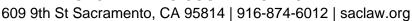
Changing Your Name in Government and Business Records

Once your name change is granted, you will need to contact agencies to alert them of your new name. Here are some common documents that will need to be updated:

- First: update <u>Social Security records (http://www.ssa.gov/)</u> 1-800-772-1213
- Second: update California Driver's License or California ID card (https://www.dmv.ca.gov/)

You will need up-to-date Social Security records to change the DMV records. You will need one or both of the updated IDs to change most other records.

Here are some common documents that will need to be updated:





Public Records

- Passport (https://travel.state.gov/content/travel/en/passports.html)
- Tax Records: Both Federal and California should automatically update when Social Security does
- Vehicle Registrations (CA) (https://www.dmv.ca.gov/portal/vehicle-registration/updating-information-on-your-registration/)
- Voter Registration (https://registertovote.ca.gov/)
- Birth Certificates and Attachments (https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records.aspx)
- Veterans Administration (https://www.va.gov/resources/how-to-change-your-legal-name-on-file-with-va/)
- State Licensing Boards, Public Benefits, Other Government Agencies: Contact agency directly

Private Records

- Deeds to Real Estate and Mortgages: create and record a new deed. Guide: <u>Deeds: Adding or Changing Names on Property (https://saclaw.org/resource_library/adding-or-changing-names-on-property-completing-and-recording-deeds/#common_questions_when_filling_out_deeds) (Name Changes)
 </u>
- Wills/Trusts/Powers of Attorney: amend documents or create new ones. Provide copies to people and businesses who have copies of the old ones.
- Insurance

Contact each of the following directly:

- Credit Cards and Credit Reporting Agencies
- Employer's Records
- Bank Accounts
- Stocks, Bonds, Mutual Funds, and IRAs
- Medical & School Records
- Utilities

For Help

SH@LL (Self-Help at the Law Library) (https://saclaw.org/services/civil-self-help/)

609 9th Street, Sacramento CA 95814

(916) 476-2731 (Appointment Request Line)

Services Provided: SH@LL provides general information and basic assistance to self-represented litigants on a variety of legal issues. All assistance is provided by telephone. Visit "What we can help with (https://saclaw.org/services/civil-self-help/#canhelp)" for a list of qualifying cases.

Eligibility: Must be a Sacramento County resident or have a <u>qualifying case (https://saclaw.org/services/civil-self-help/#who)</u> in the Sacramento County Superior Court.

Civil Self-Help Services (SHS)

Sacramento County Superior Court Hall of Justice



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813 Sixth St., Sacramento CA 95814 916-874-1421

For More Information

On the Web

SH@LL Name Change Workshop Video (https://www.saclaw.org/video-library/name-change-workshop/)

This video from SH@LL (when it was called the Civil Self-Help Center) walks viewers through all the paperwork necessary to petition the court for a name change.

California Courts Self-Help Website: "Name Change" (http://www.courts.ca.gov/selfhelp-namechange.htm)

This website explains the name change process, and provides links to all the forms.

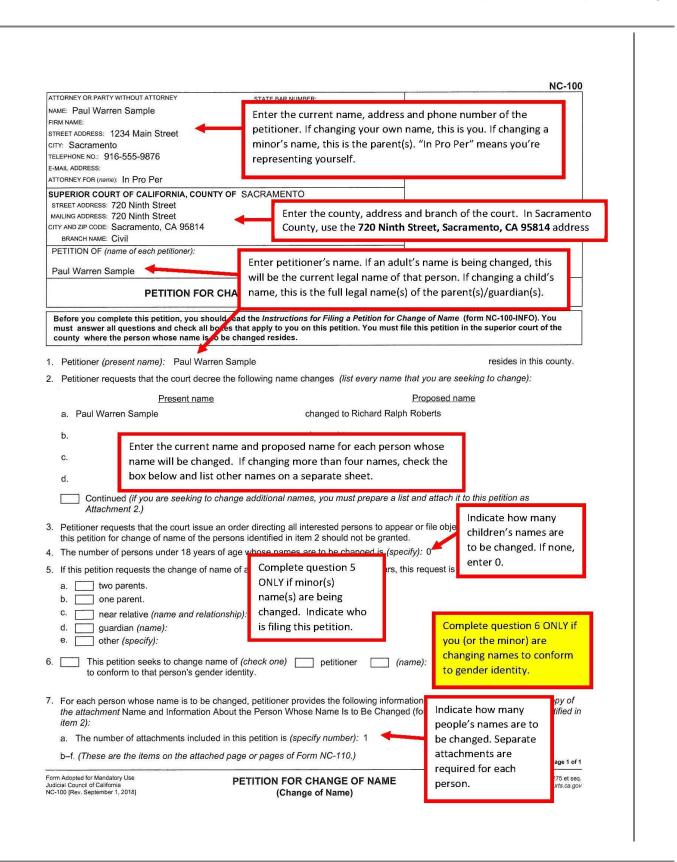
At the Law Library

How to Change Your Name in California KFC 109 .L6 (https://catalog.saclaw.org/cgi-bin/koha/opac-detail.pl?biblionumber=2461) (Self-Help)

Electronic Access: From any computer (library or home) via the Legal Information Reference Center. Instructions are available on our website at Nolo Ebooks (https://saclaw.org/wp-content/uploads/2023/04/Updated-Nolo-instructions2025.pdf).



Samples	amples				
Petition fo	Petition for Name Change				
]			
Page 5	This information is not legal advice. Your sace may need additional as different actions				
	This information is not legal advice. Your case may need additional or different actions.				





Petition for Change of Name (NC-100)	



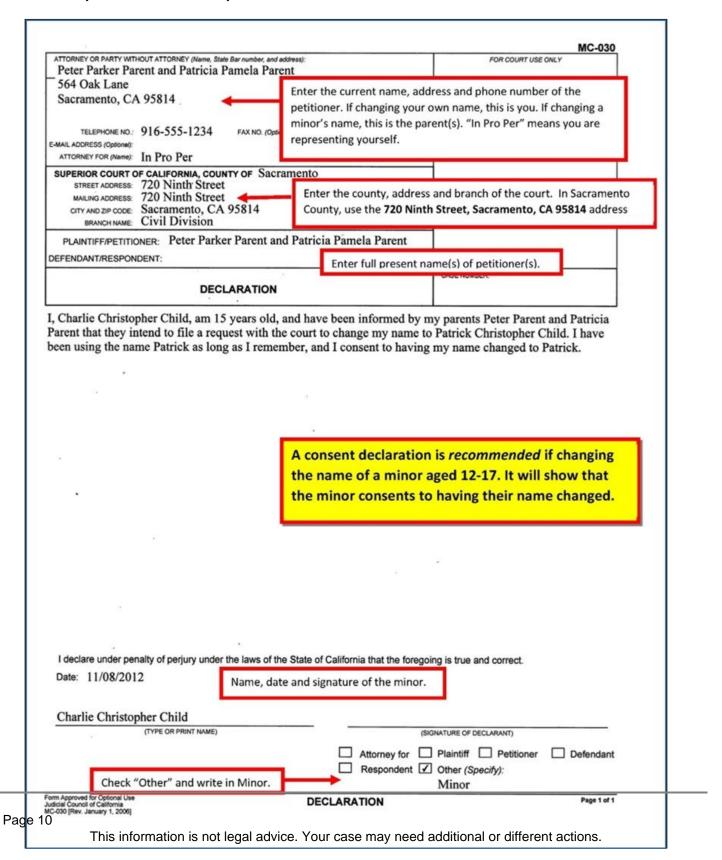
Enter full present name(s) of petitioner(s). PETITION OF (Name of petition Number the attachment(s). Paul Warren Sample FOR CHANGE OF NAME NAME AND INFORMATION ABOUT THE PERSON WHOSE NAME IS TO BE CHANGED Attachment to Petition (form NC-100, form NC-200, or form NC-500) (You must use a separate attachment for each person whose name is to be changed. If petitioner is a guardian of a minor, a supplemental attachment, Declaration of Guardian (form NCse name Indicate if this attachment is for the is to be changed.) 7. (Continued) Petitioner applies for a decree to change petitioner, or for another person. For the × Self Other person described in this attachment, provide (1) Present name (specify): Paul Warren Sample the requested information. (2) Proposed name (specify): Ralph Richard Roberts (3) Born on (date of birth): 08/05/1980 and presently under 18 years of age x over 18 years of age (4) Born at (place of birth): Sacramento, CA (5) Sex (as stated on original birth certificate): x Male Female (6) Current residence address (street, city, county, and Briefly explain the reason for this name change c. Reason for name change (explain): I have used the name Ralph Richard Roberts my entire life, and only recently learned that my birth certificate was issued under a different name. Check the box that best describes the relationship between d. Relationship of the petitioner to the person whose name wil (4) near relative (indit the petitioner and the person whose name will be changed. (1) x self (2)parent (5) Other (specify): guardian (3) F If the person whose name will be changed is under 18 year If the person whose name will be changed is a minor, list the following persons: names and addresses of both parents or nearest relatives. If (1) Parent (name): (2) Parent (name): a parent's address is unknown, or if the parent is deceased, (3) (Only if neither parent is living) Near relatives (names, write that in the space for that parent's address. f. If the person whose name will be changed is 18 years of age or older, that person must sign the following declaration: DECLARATION I declare under penalty of perjury under the laws of the State of California that (check one) x I am not under the jurisdiction of the California Department of Corrections and Rehabilitation (in state prison or on parole) or in county required to register as a sex offender under Penal Code section 290. jail and (check one) x I am not lam Date: 11/08/2012 Paul Warren Sample If the person whose name is being changed is over 18, complete this Declaration Box. (If petitioner is Date: (TYPE OR PRINT NAME) (SIGNATURE OF ATTORNEY) (Each petitioner must sign this petition in the space provided below or, if additional pages are attached, at the end of the last attachment.) I declare under penalty of perjury under the laws of the State of California that the information in the foregoing petition is true and correct. Date: 11/08/2012 Paul Warren Sample TYPE OR PRINT NAME) (SIGNATURE OF PETITIONER) All petitioners must sign Date: and date the form. (TYPE OR PRINT NAME) (SIGNATURE OF PETITIONER) ADD ADDITIONAL SIGNATURE LINES FOR ADDITIONAL PETITIONERS SIGNATURE OF PETITIONERS FOLLOWS LAST ATTACHMENT Page 1 of 1 Form Adopted for Mandatory Use Judicial Council of California Code of Civil Procedure, § 1275 et seq. ATTACHMENT TO PETITION FOR CHANGE OF NAME NC-110 [Rev. September 1, 2018]

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Attachment to Petition for Change of Name (NC-110))



Declaration (Consent of Child)





Declaration	(Consent of Child)	



Order to Show Cause

	NC-120
PETITIONER OR ATTORNEY (Name, State Bar number, and Paul Warren Sample - 1234 Main Street Sacramento, CA 95814	Enter the current name, address and phone number of the petitioner. If changing your own name, this is you. If changing a minor's name, this is the parent(s). "In Pro Per" means you're representing yourself.
TELEPHONE NO.: 916-555-9876 E-MAIL ADDRESS (Optional): ATTORNEY FOR (Namo): In Pro Per	
SUPERIOR COURT OF CALIFORNIA, COURT STREET ADDRESS: 720 Ninth Street MAILING ADDRESS: 720 Ninth Street CITY AND ZIP CODE: Sacramento, CA BRANCH NAME: Civil PETITION OF (Name of each petitioner):	Enter the county, address and branch of the court.
Paul Warren Sample	Enter full present name(s) of petitioner(s).
ORDER TO SHOW CAL	USE FOR CHANGE OF NAME
O ALL INTERESTED PERSONS: Petitioner (name): Paul Warren Sam for a decree changing names as follows Present nam a. Paul Warren Sample	5:
show cause, if any, why the petition for or described above must file a written object	interested in this matter appear before this court at the hearing indicated below to change of name should not be granted. Any person objecting to the name changes ction that includes the reasons for the objection are at the hearing to show cause why the petition rant the petition without a hearing. NOTICE OF HEARING
a. Date:	Time: Dept.: Room:
b. The address of the court is 813 Sixth Street, 2nd Floor, S 3. a A copy of this Order to Show set for hearing on the petition The Daily Recorder b. Other (specify):	same as noted above other facramento, CA 95814 Cause shall be published at least once in the following newspaper of general 2nd Floor, Sacramento, CA 95814 address
Date:	Enter the name of the newspaper where you will have this Order to Show Cause published. A list of newspapers is available at the end of this guide.
consenting to the name change, the Order to Show Cause served on the Procedure section 413.10, 414.10, 4 guardian, the guardian must (1) pro least 30 days before the hearing, or hearing on the child's grandparents section 413.10, 414.10, 415.10, or 41	of Name has been filed for a child and the other parent, if living, does not join in the petitioner must have a notice of the time and place of the hearing or a copy of the electric other parent not less than 30 days prior to the hearing under Code of Civil 415.10, or 415.40. If a petition to change the name of a child has been filed by a civide notice of the hearing to any living parent of the child by personal service at refer to 2) if either or both parents are deceased or cannot be located, serve notice of the service, if living, not less than 30 days before the hearing under Code of Civil Procedure 15.40. (This Note is included for the information of the petitioner and shall not be
included in the Order to Show Caus	se published in the newspaper.)

NC-120 [Rev. July 1, 2007]

FOR CHANGE OF NAME (Change of Name)

This information is not legal advice. Your case may need additional or different actions.



Order to Show Cause (NC-120)



Decree Changing Name

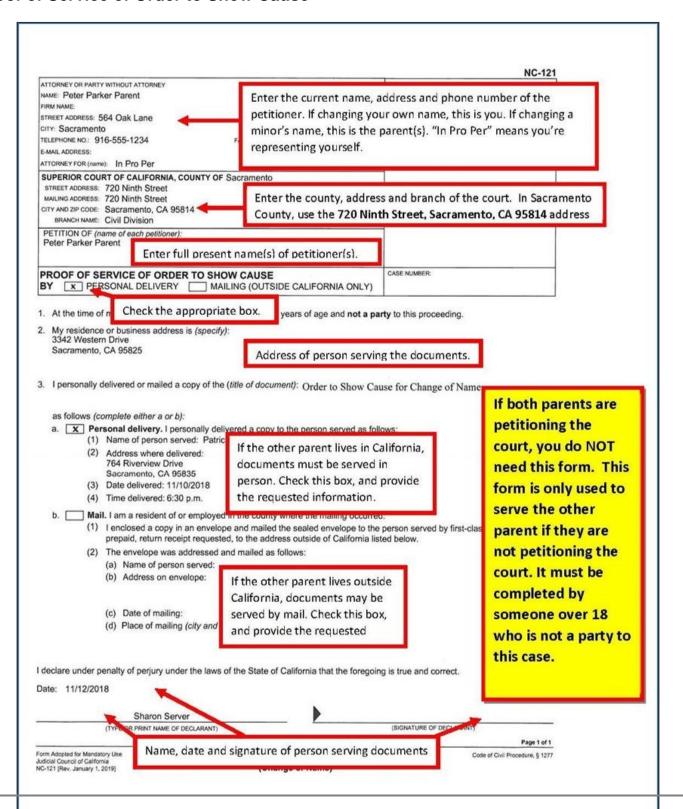
	nges are listed on Attachment 3.	JUDGE OF THE SUPERIOR COURT SIGNATURE OF JUDGE FOLLOWS LAST ATTACHMENT	Page 1 of 1
Additional name cha	nges are listed on Attachment 3.	JUDGE OF THE SUPERIOR COURT	
	nges are listed on Attachment 3.		
d. changing more th			
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		elow and list other names on a separate sheet.	
c. Enter the current	name and proposed name for	each person whose name will be changed. If	
b.		is changed to	
a. Paul Warren Sample		is changed to Richard Ralph Roberts	
The name of	resent name	New name	
E COURT ORDERS			
	-		
be granted. f. Other findings (iii	f any):		
e. It appears to the satisf		ations in the petition are true and sufficient and that the petiti	ion should
	the proposed change of name were proposed change of name were n		
	s made (check one): by us law enforcement agency.	ing CLETS/CJIS based on information provided to the	he clerk
is not	is required to register as a sex	offender under section 290 of the Penal Code.	
a. All notices required by	r law have been given. ame is to be changed identified in it		
E COURT FINDS		Leave questions 1 and 2 blank. The Judge will complete these questions.	
b. without hearing.			W1 12
The petition was duly cons		in Courtroom: of the above-entitled co	urt
1	DECREE CHANGING NAME	CASE NUMBER:	
aul Warren Sample	and the present names	FOR CHANGE OF NAME	
ETITION OF (name of each pe	Enter full present name(s	s) of petitioner(s).	
BRANCH NAME: Civil Division	and A	CA 95814 address	
Y AND ZIP CODE: Sacramento,		Sacramento County, use the 720 Ninth Street, Sa	
REET ADDRESS: 720 Ninth Str	eet	Enter the county, address and branch of the cour	t. In
ORNEY FOR (name): In Pro Per	DRNIA, COUNTY OF SACRAMENTO		
IAIL ADDRESS:		· · · · · · · · · · · · · · · · · · ·	
Y: Sacramento LEPHONE NO.: 916-555-9876	representing		
	reet .	changing your own name, this is you. If changing a e, this is the parent(s). "In Pro Per" means you're	
REET ADDRESS: 1234 Main St		rrent name, address and phone number of the	
성명성 발표 경기 위에 없는 사람들은 사람이 되었다면 하다.	Enter the cur		



Dec	ree Changing N	Name (NC-130))	



Proof of Service of Order to Show Cause



Page 16

This information is not legal advice. Your case may need additional or different actions.

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Proof of Service of Order to Show Cause (NC-121)	

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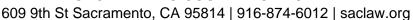
Declaration of Diligent Search

pe	ame, address and telephone number etitioner. In Pro Per means you're epresenting yourself. OUT ATTORNEY (Name and Address):	FOR COURT USE ONLY
Peter Parker Parent 564 Oak Lane Sacramento, CA 95814 TELEPHONE NO.: 916-555-1: E-MAIL (Optional): ATTORNEY FOR (Name): In)	FAX NO. Pro Per ORNIA, COUNTY OF SACRAMENTO 1. CA 95814	This Declaration is used only when a petition to change a minor's name is filed by one parent, and the other parent cannot be located.
IN RE: Charlie Christopher Chi	Normal of the miner where	Case Number:
est date absent parent known to reside	his person is: 764 Rearview Dr., Sacran e at that address is: July 20, 2010	mento CA 95835 and the approximate
	umber for relatives you contacted. Be Relationship to Person Named Above Father Relationship to Person Named Above	
Name Lobtained the following info	nd not spoken with Ms. Parent in severa	Telephone Number ble to provide current contact information. Il years, but she may have moved to Arizona.
Ms. Newman said she ha There are no known related the	e following friends and acquaintances of the	
Ms. Newman said she ha There are no known related the	e following friends and acquaintances of the	re person named above: contacted. Below, describe what you learner 916-555-8025 Telephose Number 916-555-9157 Telephose Number

This information is not legal advice. Your case may need additional or different actions.



Declaration of Diligent Search (CV/E-208) (page 1)	





List name, title, address and phone number for all employers you contacted. Below, describe what you learned. c. EMPLOYERS - I contacted the following employers or former employers of the person named above: Shop Smart, 456 Howe Ave, Sacramento 916-555-4987 4/2007-7/2010 Tom Jones, Manager C&C Pharmacy, 983 Genoa Dr., 916-555-3791 11/2009-7/2010 Jane Simms, Co-owner Business Name, Address and Telephone Number Dates of Employment Name and Title I obtained the following information from the employer or former employer: She is no longer employed by either employer. She quit both positions in July 2010, and left no forwarding address or telephone number. List the city directories you consulted, and the date you call 4-1-1. Below, describe what you learned. d. TELEPHONE: I reviewed the city telephone directories of Sacramento and Elk Grove, CA and contacted

directory assistance on 11/8/2012

I obtained the following results/additional information: No listings were found for Ms. Parent.

Indicate which county records you consulted, and the date. Below, describe what you learned.

e. PUBLIC RECORDS: I searched the real and personal property indexes in the Recorder's and Assessor's Offices of Sacramento County on 11/9/2012

I obtained the following results/additional information: I found no properties owned by Ms. Parent.

Indicate what internet searches you conducted. Below, describe what you learned from these searches

f. INTERNET - I conducted an Internet search on _Google and Facebook_

result(s)

Facebook: Ms. Parent does not have a Facebook account.

Google: No information about her current location was found through the Google search of her name.

Website

Website

Indicate the date you searched inmate databases. Below, describe what you learned from these searches.

g. PRISONS AND JAILS - I contacted the applicable criminal justice agency (such as California Department of Corrections Locator Service at (916) 445-6713), on 11/9/2012

Results: She is not currently incarcerated in any California State Prison, or in the Sacramento County jail.

Describe any other efforts or information you have that shows you've made a diligent effort.

Ms. Parent has worked as a licensed Pharmacy Technician for many years. California's Pharmacy

Technician licensing database shows her license as canceled, and lists her old 764 Riverview Dr. address.

Despite my diligent efforts, I have not been able to find Patricia Pamela Parent Court permission to dispense with notice to: Patricia Pamela Parent

and therefore ask the Absent parent's name.

I declare under penalty of perjury, under the laws of the State of California, the foregoing is true and correct

Dated: Oct. 31, 2012

Signature

Print Name:

Peter Parker Parent

CV/E-208 (Revised 8/8/19)

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Declaration of Diligent Search (CV/E-208) (page 2)	