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 Website (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.

Adult or Minor Name Change Forms

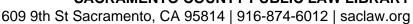
- NC-100 Petition for Change of Name (https://www.courts.ca.gov/documents/nc100.pdf)
- NC-110 Attachment (https://www.courts.ca.gov/documents/nc110.pdf)
- NC-120 Order to Show Cause for Change of Name (https://www.courts.ca.gov/documents/nc120.pdf)
- NC-130 Decree Changing Name (https://www.courts.ca.gov/documents/nc130.pdf)
- 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)
- To add extra room for responses, if needed: Attachment (MC-020)
- To add child's consent to name change, if needed: Declaration (MC030)

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, 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 <u>California Office of Vital Records</u>. (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</u> (http://www.ssa.gov/) 1-800-772-1213
- Second: update California Driver's License or California ID card (https://www.dmv.ca.gov/)



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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.



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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 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.

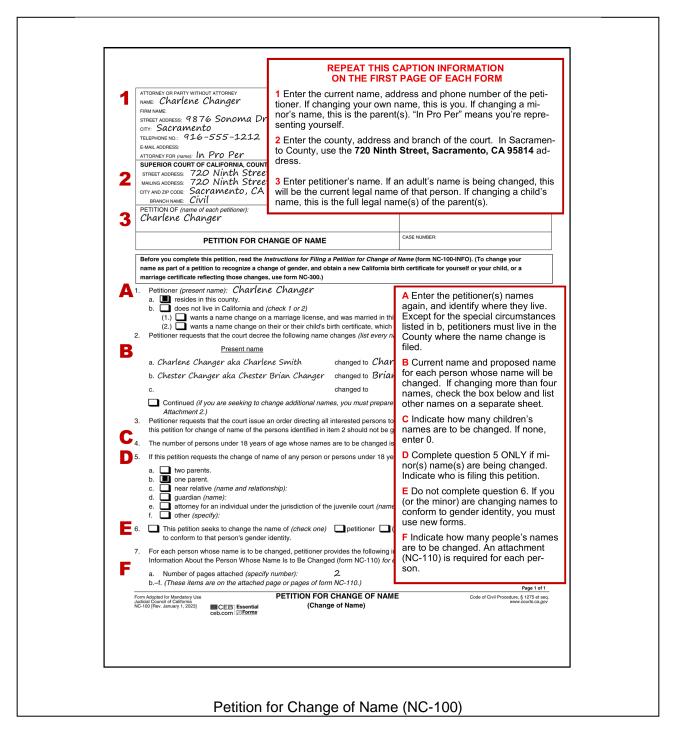
At the Law Library

How to Change Your Name in California KFC 109 .L6 (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

Petition for Name Change





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

			Sample: Adu				
Δ	Skip this if only a child's or children's names are being changed						
	FOR CHANGE OF NAME						
	NAME AND INFORMATION ABOUT THE PERSON WHOSE NAME IS TO BE CHANGED Attachment 1 of 2						
			form NC-100, form NC-300				
		separate attachment for each person what ardian (form NC-110G) must also be comp					
		,		A Enter full present name(s) of pe-			
C		Petitioner applies for a decree to change of the other	the name of the following p	titioner(s).			
	(1) Pro	esent name (specify): Charlene Ch		B Number the attachment(s). If you			
		oposed name <i>(specify): Charlene N</i> Irn on <i>(date of birth): 01/29/198</i>		are the only person whose name is			
	an	d presently under 18 years of age	over 18 years of age	being changed, enter "1 of 1." If multiple names are being changed,			
		rn at (place of birth): Sacramento, ex (as stated on original birth certificate):	, California Male Femal	each needs their own NC-110, so			
	(6) Cu	irrent residence address (street, city, cour	nty, and zip code):	write which number this page is,			
		876 Sonoma Dr., City of So n for name change <i>(explain):</i>	acramento, Sacrai				
D	My ex	-husband's father, Sam Changer,		C. Mark "self." Provide the requested information.			
		a of the shared name. Smith was nship of the petitioner to the person whose		D In 7c , briefly explain the reason			
	(1)	Self (4) Guard	dian ad litem or attorney for	for this name change. If the reason			
Ε		Parent (5) Near IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	relative (indicate relationshi (specify):	won't fit, write "See Attachment 1"			
	—	erson whose name will be changed is und		in 7c. See following sample page.			
		g persons: rent <i>(name):</i>	(address):	E In 7d, check the box that best describes the relationship between			
F	(2) Pa	rent (name):	(address):	the petitioner and the person			
	(3) <i>(O</i>	Inly if neither parent is living) Near relatives	s (names, relationships, an	whose name will be changed.			
				F Leave this blank if the person			
	f. If the pe	erson whose name will be changed is 18 y	years of age or older, that p DECLARATION				
G		under penalty of perjury under the laws of	the State of California that	G The person whose name is be- ing changed must complete this			
		jurisdiction of the California Department of theck one) I am not I am	of Corrections and Rehabilit required to register as a	Declaration.			
	Date: 09/1			H All petitioners must sign and date			
	Charlene (the form. Leave the name and sig-			
		RINT NAME OF PERSON WHOSE NAME IS TO BE CHANGED TO TO BE CHANGED TO BE C		nature for the attorney blank.			
	Date:		,				
-			•				
	(Each petitioner	(TYPE OR PRINT NAME) This petition in the space property is a second control of the space property in the space property is a	ovided below or, if additic	(SIGNATURE OF ATTORNEY) onal pages are attached, at the end of the last			
		eclare under penalty of perjury under the l	aws of the State of Californi	a that the information in the foregoing petition is			
	rue and correct. Date: 9/18/	2025					
1	Charlene Cl	hanger					
	Data	(TYPE OR PRINT NAME)	•	(SIGNATURE OF PETITIONER)			
	Date:						
-		(TYPE OR PRINT NAME)	<u> </u>	(SIGNATURE OF PETITIONER)			
Ī		SIGNATURE LINES FOR ADDITIONAL PETITIONERS	SIGNATURE OF	OF PETITIONERS FOLLOWS LAST ATTACHMENT Page 1 of 1 E PERSON Code of Civil Procedure. \$ 1275 et seq.			
ì	Form Adopted for Mandat Judicial Council of Califor VC-110 [Rev. January 1,	nia 2023] MCEB Essential WHOSE I	NAME IS TO BE CHANG				
			to Petition for Change of Nam	ne)			

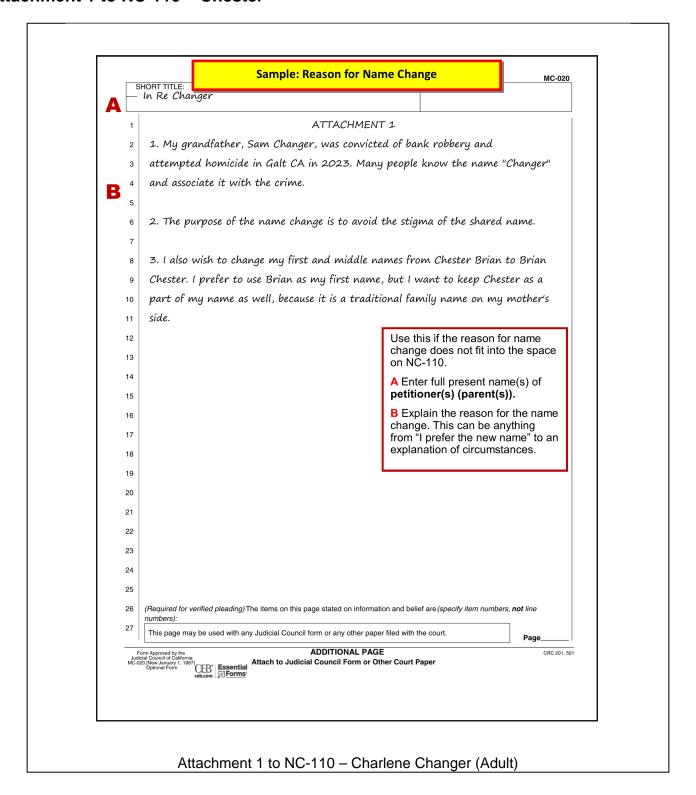


Attachment to Petition for Change of Name (NC-110) - Chester

	Sample: Ch	ild				
	PETITION OF (Name of petitione) Skip this if no child's name					
Λ	Charlene Changer					
-	FOR CHANGE OF NA					
	NAME AND INFORMATION ABOUT THE WHOSE NAME IS TO BE CHANGI					
	Attachment to Petition (form NC-100, form NC-300,					
	(You must use a separate attachment for each person whose name is to be changed.					
	declaration of guardian (form NC-110G) must also be completed and attached for each	minor whose name is to be changed.)				
	7. (Continued) Petitioner applies for a decree to change the name of the following person:					
	b. 🔲 Self 🔳 Other					
	(1) Present name (specify): Chester Changer aka Chester I	A Enter full present name(s) of				
	(2) Proposed name (specify): Brian Chester Newname (3) Born on (date of birth): 6/16/2011	petitioner(s).				
	and presently under 18 years of age over 18 years of age	•				
	(4) Born at (place of birth): Sacramento, California	B If this child the only person				
	(5) Sex (as stated on original birth certificate): Male Female	whose name is being changed,				
	(6) Current residence address (street, city, county, and zip code): 9876 Sonoma Dr., City of Sacramento, Sacran	enter "1 of 1." If multiple names				
	c. Reason for name change (explain):	are being changed, each needs				
D	See Attachment 1.	their own NC-110, so write which				
	d. Polationship of the politioner to the negroes whose name will be the rest	number this page is, and total				
Ξ	 d. Relationship of the petitioner to the person whose name will be changed: (1) Self (4) Guardian ad litem or attorney for n 	number, such as "4 of 6."				
	(2) Parent (5) Near relative (indicate relationship	C In 7b , check the box for "other."				
	(3) Guardian (6) Other (specify):	The rest of 7b is for information				
	 e. If the person whose name will be changed is under 18 years of age, provide t following persons: 	about the name-changing child.				
F	(1) Parent (name): Charlene Changer (address): 9876					
	(2) Parent (name): Coren Changer (address): 4567	D In 7c , briefly explain the reason				
	(3) (Only if neither parent is living) Near relatives (names, relationships, and	for this name change. If the rea-				
		son won't fit, writ it out on MC-				
	f. If the person whose name will be changed is 18 years of age or older, that pe	020. Label it Attachment 1 and				
G	DECLARATION	write "See Attachment 1" in 7d.				
	I declare under penalty of perjury under the laws of the State of California that (under the jurisdiction of the California Department of Corrections and Rehabilita	Paperclip that page to this one.				
	jail and (check one)	E In 7d, check the box that best				
	Date:	describes the relationship be-				
)	tween the petitioner and the per-				
	(TYPE OR PRINT NAME OF PERSON WHOSE NAME IS TO BE CHANGED) (SIGNA (If petitioner is represented by an attorney, the attorney's signature follows):	son whose name will be changed.				
	Date:	E For a minor list the names and				
	\	F For a minor, list the names and addresses of both parents or				
	(TYPE OR PRINT NAME)	nearest relatives. If a parent's ad-				
	(Each petitioner must sign this petition in the space provided below or, if addition	dress is unknown, or if the parent				
	attachment.) I declare under penalty of perjury under the laws of the State of California true and correct.	is deceased, write that in the				
	Date: 9/18/2025	space for that parent's address.				
Н	Charlene Changer	·				
•	(TYPE OR PRINT NAME)	G Skip this box for minors.				
	Date:	H All petitioners must sign and				
		date the form. For a child's name				
	(TYPE OR PRINT NAME)	change, the parents sign here,				
	Form Adopted for Mandatory Use NAME AND INFORMATION ABOUT THE					
	Judicial Council of California NC-110 [Rev. January 1, 2023] MCEB Essential WHOSE NAME IS TO BE CHANG	Hot the orma.				
	ceb.com Forms (Attachment to Petition for Change of Name	9)				

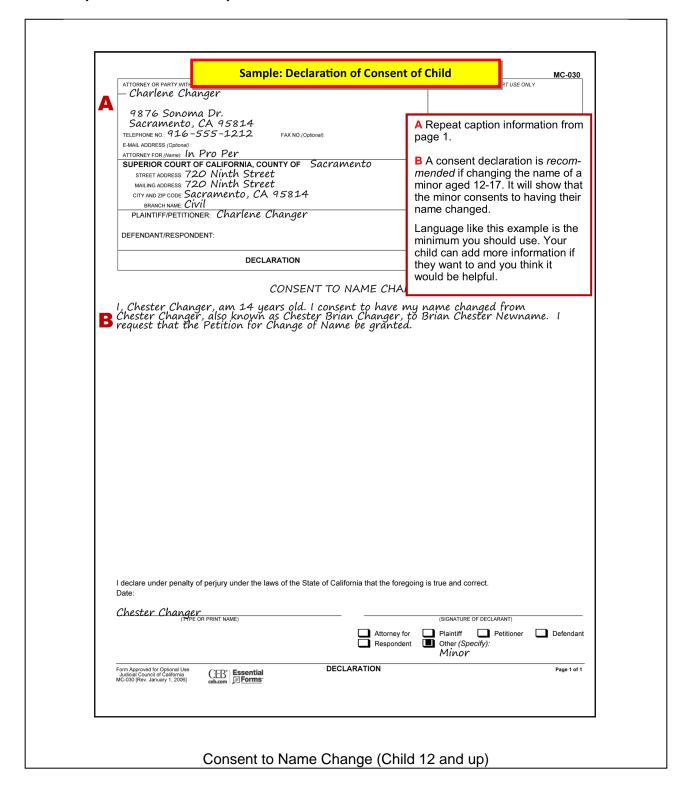


Attachment 1 to NC-110 - Chester

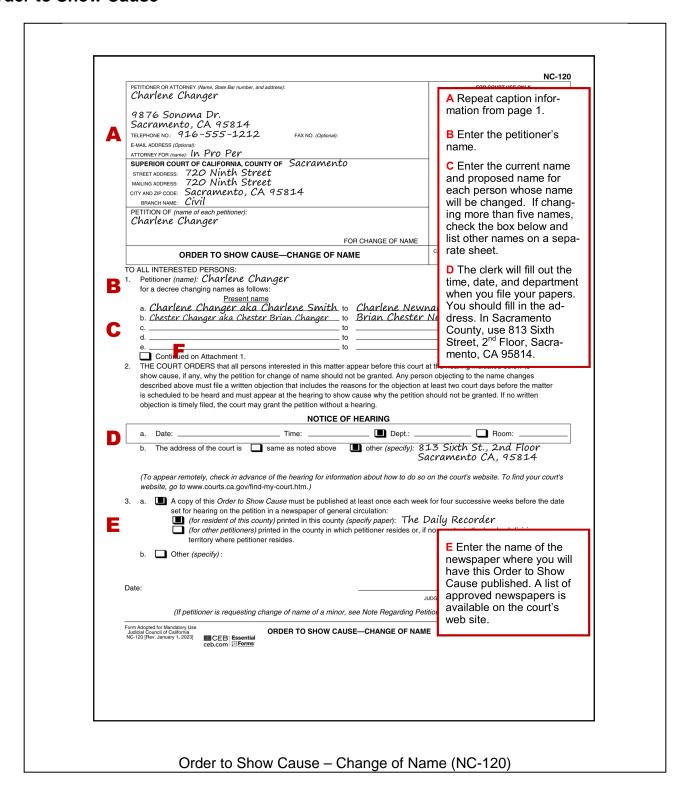




Declaration (Consent of Child)



Order to Show Cause

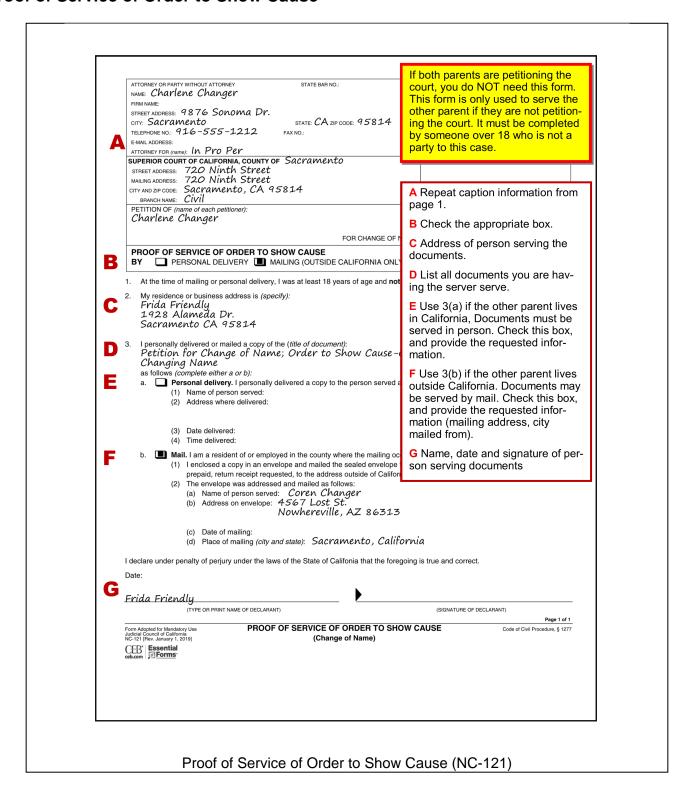


Decree Changing Name

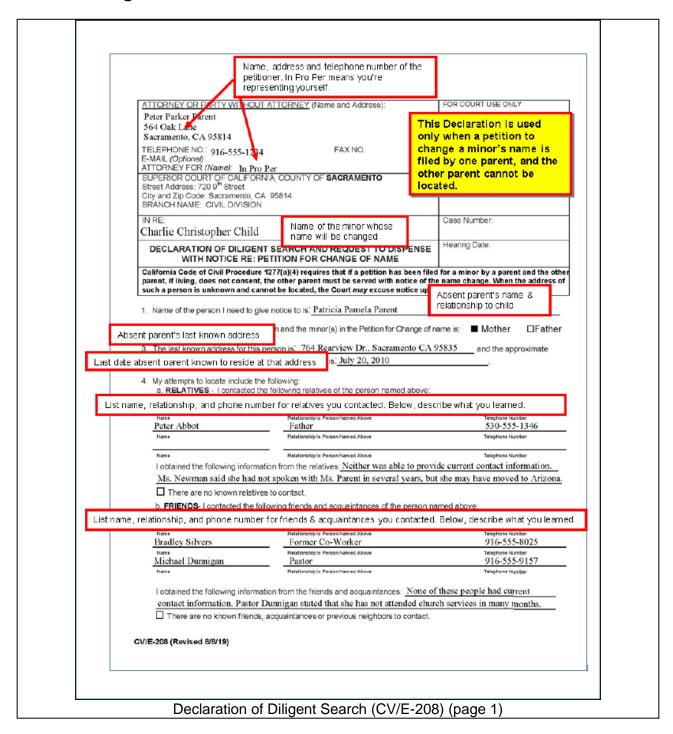
		NC-130			
	ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: Charlene Changer FIRM NAME: STREET ADDRESS: 9876 SONOMA Dr. CITY: Sacramento STATE: CAZIP CODE: 95814	NC-130			
A	TELEPHONE NO.: 916-555-1212 FAX NO.: E-MALL ADDRESS: ATTORNEY FOR (name): In Pro Per SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO STREET ADDRESS: 720 Ninth Street MALLING ADDRESS: 720 Ninth Street CITY AND ZIP CODE: SACRAMENTO, CA 95814	A Repeat caption information from			
	BRANCHAME: CIVII PETITION OF (name of each petitioner): Charlene Changer FOR CHANGE OF	page 1. B Leave questions 1 and 2 blank. The Judge will complete these questions.			
В	DECREE CHANGING NAME 1. The petition was duly considered: a. at the hearing on (date): in Courtroom:	B Enter the current name and pro- posed name for each person whose name will be changed.			
C	of the court by a local law enforcement agency. c. No objections to the proposed change of name were made. d. Objections to the proposed change of name were made by (name): e. It appears to the satisfaction of the court that all the allegations in the petition be granted. f. Other findings (if any): THE COURT ORDERS 3. The name of				
	Present name a. Charleme Changer aka Charlene Smith b. Chester Changer aka Chester Brian Changer c. d. is changed to is changed to is changed to is changed to	<u>Newname</u> Charlene Newname Brian Chester Newname			
	Date:				
	Form Adopted for Mandatory Use Judicial Council of California DECREE CHANGING NAM NATION CONTROL OF CASE OF	RE OF JUDGE FOLLOWS LAST ATTACHMENT Page 1 of 1 Code of Civil Procedure, §§ 1278, 1279 WWW.courts.ca.gov			



Proof of Service of Order to Show Cause



Declaration of Diligent Search





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List name, title, address and priorie	number for all employers you contacted. Below, des	cribe what you learne
 c. EMPLOYERS - I contacted to 	the following employers or former employers of the person nar	med above:
Tom Jones, Manager	Shop Smart, 456 Howe Ave, Sacramento 916-555-	
Jane Simms, Co-owner	Business Name, Address and Telephone Number C&C Pharmacy, 983 Genoa Dr., 916-555-3791	Dates of Employmen 11/2009-7/2010
Name and Title	Business Name, Address and Telephone Number	Dates of Employmen
	ion from the employer or former employer: She is no longer	
employer. She quit both posi	tions in July 2010, and left no forwarding address or tele	phone number.
List the city directories you consult	ed, and the date you call 4-1-1. Below, describe what	you learned.
	city telephone directories of Sacramento and Elk Grove, C.	Aand contacted
directory assistance on 11/8	2012 City & State	
I obtained the following results/a	dditional information: No listings were found for Ms. Pare	nt.
25 - 26 - 36 - 31/00/00 - 22 - 24	consulted, and the date. Below, describe what you lea	100
	ed the real and personal property indexes in the Recorder's a	nd Assessor's Offices of
Sacramento County Name	County on 11/9/2012	-0.
I obtained the following results/a	dditional information: I found no properties owned by Ms.	Parent.
	u conducted. Below, describe what you learned from t	Little Charles and A Vector had
		d received the following
result(s):	Date	a received the renorming
Facebook: Ms. Parent does no		
Website Google: No information about	Result ther current location was found through the Google sear	ch of her name.
Website	Result	
Website	Result	
	ate databases. Below, describe what you learned fro tacted the applicable criminal justice agency (such as Californ	
Corrections Locator Service at (
D She is not currently in	carcerated in any California State Prison, or in the Sacran	nanto County iail
NATIONAL CONTROL CONTR	nation you have that shows you've made a diligent eff	od reduce i accel a antico de control de de est
THE OTHER CHAIR COMMON OF THE	oto triat explain. Triy i carmot locate tillo percon o acarece and	Hotioo trom:
	sensed Pharmacy Technician for many years. California's shows her license as canceled, and lists her old 764 Rive	
	been able to find Patricia Pamela Parent	and therefore ask the
Court permission to dispense with no	Patricia Pamela Parent	sent parent's name.
I declare under penalty of perjury, und	der the laws of the State of California, the foregoing is true and	
Dated: Oct. 31, 2012		
Dated:	Signature Peter Parker Parent	
	Print Name: Peter Parker Parent	
CV/E-208 (Revised 8/8/19)		