



VIRGINIA NAME CHANGE



The Fort Gregg-Adams Client Services Division (CSD) does not represent clients in name change cases unless it is part of representation for divorce under the Expanded Legal Assistance Program (ELAP). If you want to change your name but are not an ELAP client, you will need file the necessary court documents yourself or hire a private attorney. Fortunately, the process is not difficult. If you carefully review the information below and follow the instructions, you should be able to change your name on your own.

Before you decide to change your name or your child's name, make sure you meet the requirements under Virginia Code § 8.01-217:

<https://law.lis.virginia.gov/vacode/title8.01/chapter3/section8.01-217/>.

Adult Name Change: you must petition the Circuit Court **where you live**. The court will determine whether good cause exists under the circumstances alleged in the application.

Minor Name Change: both parents must petition the Circuit Court **where the child lives**. If only one parent petitions the court, they must prove the other parent is not required to sign (i.e. an order terminating parental rights, a death certificate, or an affidavit and order that the other parent was not located after due diligence). Additionally, if only one parent files the application, the other parent must be served with notice of the application. If the other parent objects, the court will schedule a hearing. If this happens, we encourage you to hire a civilian attorney. The court will determine whether good cause exists under the circumstances alleged in the application and whether the name change is in the child's best interest. Note: if the minor's name is changed, it does not terminate the other parent's legal parental rights.

Name Change Steps:

1. Confirm the Court filing fee in the Circuit Court where you or your child live.
https://webdev.courts.state.va.us/cgi-bin/DJIT/ef_djs_ccfees_calc.cgi/1000.
2. Complete CC1416, Coversheet for Filing Civil Actions (Adult and Minor).
3. Complete CC1411, Application for Change of Name (Adult) **or** CC1427, Application for Change of Name (Minor) truthfully. **Sign** CC1411 or CC1427 (current name) **in front of** a Notary Public or Deputy Court Clerk. If the application is for a minor, **both parents must sign**, unless you meet the additional requirements described above.
4. Complete CC1429, Order for Change of Name (Adult) **or** CC1428, Order for Change of Name (Minor).
5. Take the filing fee, all documents, and any evidence to the Circuit Court where you or your child live and file them with the Circuit Court Clerk's Office.

After the Name Change: the Court Clerk's Office will send you one certified copy of the Order signed by a Judge. If you need additional certified copies, contact the Circuit Court. It is **your** responsibility to notify DEERS, the Social Security Office, the DMV, and any other businesses, institutions, or people that require notification.