

# **PETITION FOR A NAME CHANGE**

**IT IS STRONGLY RECOMMENDED  
THAT YOU CONSULT AN ATTORNEY**

## **DISCLAIMER**

THE STAFF IN ANY COURT OFFICE ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE. THE INFORMATION IN THIS PACKET IS NOT A SUBSTITUTE FOR PROFESSIONAL LEGAL ADVICE. THE COURT ASSUMES NO RESPONSIBILITY AND ACCEPTS NO LIABILITY FOR ACTIONS TAKEN BY USERS OF THESE DOCUMENTS, INCLUDING RELIANCE ON THEIR CONTENTS. IF YOU WANT TO OBTAIN THE SERVICES OF AN ATTORNEY, BUT DO NOT KNOW WHOM TO CONTACT, YOU MAY OBTAIN A LIST OF ATTORNEYS PRACTICING IN WYOMING COUNTY FROM THE PROTHONOTARY WEBSITE.

**\*THE PROTHONOTARY STAFF IS UNABLE TO ASSIST YOU  
IN COMPLETING THIS FORM\***

**FILING A PETITION FOR NAME CHANGE**

1. Fill out the Petition. PRINT CLEARLY when completing the same to avoid delay of your Hearing and ensure proper spelling of your new name on the Final Decree.
  - a. Complete the packet in full and bring the original, along with three (3) copies of the Petition to the Prothonotary's Office. You must also bring with you the Order scheduling a hearing and a self-addressed, stamped envelope. The filing fee is \$145.00 (this includes a certified copy of your Final Order).
  - b. The Prothonotary's Office will forward the Petition, along with the proposed Order to the Court and a hearing will be scheduled. The Order is then returned to the Prothonotary's Office and a copy is mailed to you in the provided self-addressed, stamped envelope.
  - c. After you receive the information on your hearing date and time, it is your responsibility to publish the notice of hearing in two (2) local papers of general publication. The hearing will not be scheduled in fewer than 45 days to allow time for publication. **It is strongly recommended that you contact the publication as soon as you get your hearing notice. Failure to do so in a timely manner may result in your hearing, and therefore your name change, being delayed.** Sample letters and a sample publication is in your packet. You will be provided with a proof of publication; which you must bring with you to your hearing.
  - d. The scheduling Order will also serve as the Fingerprinting Order. You must get fingerprinted. You must obtain the fingerprint card from the Prothonotary's Office. The Fingerprints can be taken by the Wyoming County Sheriff's Department. You must call and schedule an appointment with them. They can be reached at (570)996-2356. **The Fingerprint Card must then be returned to the Prothonotary's Office.**
  - e. Upon receipt of the fingerprint card, the Prothonotary's Office will forward the Petition, Fingerprint Order and card to the Pennsylvania State Police Records Identification Division for review. When the Pennsylvania State Police Records Identification Division's review is completed, a report will be mailed to the Prothonotary's Office.
  - f. No more than 48 hours prior to your hearing, it is your responsibility to have obtained a signed Certification of No Lien Name Search from the Prothonotary, Clerk of Courts and Recorder of Deeds Offices. If the Petitioner has lived anywhere other than Wyoming County in the last five years, then the Petitioner will also be responsible for obtaining signed Certifications of No Liens Name Searches from those Prothonotary, Clerk of Courts and Recorder of Deeds Offices where Petitioner lived previously. **\*\*Please note there are fees for the certification of name search(es).**

- g. On the day of your hearing, you must bring with you the above-mentioned Proof of Publication, report from the State Police and signed Certifications of No Lien Name Searches from the Clerk of Courts, Prothonotary and the Recorder of Deeds Offices.

IN THE COURT OF COMMON PLEAS OF WYOMING COUNTY, PENNSYLVANIA  
CIVIL DIVISION

IN RE: CHANGE OF NAME  
OF \_\_\_\_\_

Case No.: CV-\_\_\_\_\_ -20\_\_\_\_\_

**PETITION FOR NAME CHANGE**

TO THE HONORABLE JUDGE OF SAID COURT:

The Petition of \_\_\_\_\_, respectfully represents:

1. The Petitioner is \_\_\_\_\_, with a date of birth of

\_\_\_\_\_ and resides at \_\_\_\_\_  
\_\_\_\_\_.

2. Said Petitioner has resided at the following address(es) during the five years preceding  
the filing of this Petition:

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

3. The Petitioner wishes to have his/her name changed to  
\_\_\_\_\_ for the following reasons:

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

4. There are no judgments or decrees of like character of records against Petitioner.

5. The Petitioner has not been convicted of any felonies.

WHEREFORE, Petitioner respectfully requests this Court, pursuant to the Act of December 16, 1982, P.L. 1309, NO. 295, §2, 54 Pa. Cons. Stat. Ann. §702, for the following:

- a. To fix a hearing on this Petition;
- b. To direct that notice be given of this Petition and hearing; and
- c. To enter a Decree changing the Petitioner's name from: \_\_\_\_\_  
to \_\_\_\_\_.

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Date

Pro Se Petitioner

Phone: \_\_\_\_\_

**VERIFICATION**

I, \_\_\_\_\_, verify that the statements made in this Petition are true and correct to the best of my knowledge, information and belief. I understand that the statements herein are made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

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Petitioner

Date: \_\_\_\_\_

IN THE COURT OF COMMON PLEAS OF WYOMING COUNTY, PENNSYLVANIA  
CIVIL DIVISION

IN RE: CHANGE OF NAME

OF \_\_\_\_\_

Case No.: CV-\_\_\_\_\_ -20\_\_\_\_\_

**AFFIDAVIT OF SERVICE**

I \_\_\_\_\_, Petitioner, being duly affirmed according to law,  
depose and says that:

1. A Notice of name change hearing scheduled for the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_ at \_\_\_\_\_ o'clock, \_\_\_\_\_.m., was published on \_\_\_\_\_, in the \_\_\_\_\_ with regard to the above-captioned matter.
2. The proof of publication evidencing the same is attached hereto and made a part hereof.

\_\_\_\_\_  
Petitioner

**STAPLE THE ORIGINAL PROOF OF PUBLICATION TO THIS PAGE.**

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Petitioner (Print name)

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Address

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Address

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Telephone No.

Date: \_\_\_\_\_

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Name of Newspaper

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Address

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Address

RE: Change of Name

To Whom it May Concern:

Enclosed please find a Change of Name Notice, which I would like to appear once in the legal section of the next edition of your newspaper. Kindly send two (2) proofs of publication and the bill for this advertisement to the undersigned.

If you require anything further, please advise.

Sincerely,

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Petitioner (signature)

Enclosure

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Petitioner (Print name)

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Address

---

Address

---

Telephone No.

Date: \_\_\_\_\_

---

Name of Newspaper

---

Address

---

Address

RE: Change of Name

To Whom it May Concern:

Enclosed please find a Change of Name Notice, which I would like to appear once in the legal section of the next edition of your newspaper. Kindly send two (2) proofs of publication and the bill for this advertisement to the undersigned.

If you require anything further, please advise.

Sincerely,

---

Petitioner (signature)

Enclosure

## **Sample Notice for Publication-Adult Name Change**

### **NOTICE**

NOTICE IS HEREBY GIVEN that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the Petition of \_\_\_\_\_ was filed in Wyoming County Court of Common Pleas at No. \_\_\_\_\_ CV \_\_\_\_\_, seeking to change the name of Petitioner from \_\_\_\_\_ to \_\_\_\_\_. The Court has fixed \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ m., in Courtroom No. \_\_\_\_\_ at the Wyoming County Courthouse as the date for hearing on the Petition. All persons interested in the proposed change of name may appear and show cause, if any, why the prayer of the Petition should not be granted.

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Petitioner (Print name)

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Address

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Address

**IN THE COURT OF COMMON PLEAS OF WYOMING COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

IN RE: CHANGE OF NAME

OF \_\_\_\_\_

Case No.: CV-\_\_\_\_\_ -20\_\_\_\_\_

**ORDER**

**AND NOW**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon consideration of the foregoing Petition for Name Change, a hearing on said Petition is scheduled to take place on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock, Courtroom No. \_\_\_, Wyoming County Courthouse, Tunkhannock, Pennsylvania.

Petitioner is directed to give notice of the hearing by publication in two (2) newspapers of general circulation in the county where Petitioner resides, or a county contiguous to that county;

**IT IS FURTHER ORDERED** Petitioner is directed to obtain a Fingerprint Card from the Prothonotary of this Court and to provide a set of fingerprints of the person whose name is to be changed to the Prothonotary to be submitted to the Pennsylvania State Police for certification required by 54 Pa. C.S.A. §702;

**IT IS FURTHER ORDERED** Petitioner shall have an official search of the proper offices of the counties where he/she has resided within the past 5 years, including Wyoming County Clerk of Courts, Prothonotary and Recorder of Deeds offices and will obtain certifications dated no more than two (2) days prior to the hearing showing that there are no judgments, decrees of record or other similar matters against the Petitioner.

Petitioner shall bring all certifications to the hearing.

BY THE COURT:

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P.J.

IN THE COURT OF COMMON PLEAS OF WYOMING COUNTY, PENNSYLVANIA  
CIVIL DIVISION

IN RE: CHANGE OF NAME

OF \_\_\_\_\_

Case No.: CV-\_\_\_\_\_ -20\_\_\_\_\_

**CERTIFICATION**

I \_\_\_\_\_, of the Clerk of Courts Office of Wyoming County, Pennsylvania, hereby certify that a search has been performed in the Clerk of Courts Office of Wyoming County, Pennsylvania, in the name of \_\_\_\_\_, Social Security Number ending \_\_\_\_\_; Date of Birth: \_\_\_\_\_; for a period covering the last five (5) years and find that there are no criminal records or any other matter of like character recorded in the Clerk of Courts Office in the name of \_\_\_\_\_.

WITNESS my hand and seal of this office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Clerk of Courts

**IN THE COURT OF COMMON PLEAS OF WYOMING COUNTY, PENNSYLVANIA  
CIVIL DIVISION**

IN RE: CHANGE OF NAME

OF \_\_\_\_\_

Case No.: CV-\_\_\_\_\_ -20\_\_\_\_\_

**CERTIFICATION**

I, \_\_\_\_\_, hereby certify this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that I have conducted a search of the records of the Wyoming County Prothonotary for judgments and liens entered against \_\_\_\_\_; Date of Birth: \_\_\_\_\_; for a period covering the last five (5) years and certify the following:

\_\_\_\_\_ I have found no liens of record.

\_\_\_\_\_ I have found liens of record and have attached certified copies of the same hereto.

WITNESS my hand and seal of this office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Prothonotary

IN THE COURT OF COMMON PLEAS OF WYOMING COUNTY, PENNSYLVANIA  
CIVIL DIVISION

IN RE: CHANGE OF NAME

OF \_\_\_\_\_

Case No.: CV-\_\_\_\_\_ -20\_\_\_\_\_

**DECREE**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon consideration of the foregoing Petition for Name Change, and on presentation of proof of publications of notice as required by law, together with proof that there are no judgments or decrees of record or any other matter of like effect against the Petitioner, and it appearing there is no legal objection to the granting of the prayer of the Petition,

IT IS HEREBY ORDERED and DECREED that the name of the Petitioner be and it is hereby changed to \_\_\_\_\_.

BY THE COURT:

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P.J.