

CHANGE OF NAME PACKET

This packet does NOT contain fill-in-the-blank documents. The sample documents contained within are meant to be used as a template to assist in creating an official legal document.

The Law Library staff cannot assist patrons in creating this document in ANY manner. If you need assistance with creating the documents or if you need any legal advice, please contact an attorney or Neighbor for Neighbor at 425-5578.

☞ Oklahoma Statutes Citationized

☞ Title 12. Civil Procedure

☞ Chapter 33

☞ Section 1631 - Right to Petition for Change of Name.

Any natural person, who has been domiciled in this state or who has been residing upon any military reservation located in said state, for more than thirty (30) days, and has been an actual resident of the county or such military reservation situated in said county, or county in which the military reservation is situated, for more than thirty (30) days, next preceding the filing of the action, may petition for a change of name in a civil action in the district court. If the person be a minor, the action may be brought by guardian or next friend as in other actions.

☞ Section 1632 - Required Context of Petition.

The petition shall be verified and shall state: (a) The name and address of the petitioner; (b) The facts as to domicile and residence; (c) The date and place of birth; (d) The birth certificate number, and place where the birth is registered, if registered; (e) The name desired by petitioner; (f) A clear and concise statement of the reasons for the desired change; (g) A positive statement that the change is not sought for any illegal or fraudulent purpose, or to delay or hinder creditors.

☞ Section 1633 - Notice - Protest - Hearing Date - Continuance.

Notice of filing of such petition shall be given, in the manner provided for publication notice in civil cases, by publishing the same one time at least ten (10) days prior to the date set for hearing in some newspaper authorized by law to publish legal notices printed in the county where the petition is filed if there be any printed in such county, and if there be none, then in some such newspaper printed in this state of general circulation in that county. The notice shall contain the style and number of the case, the time, date and place where the same is to be heard, and that any person may file a written protest in the case prior to the date set for the hearing. The hearing date may be any day after completion of the publication. The court or judge, for cause, may continue the matter to a later date.

Once you have changed your name, you may wish to change the following records:

Banks: Your name should be changes on checks, checking accounts, savings accounts, current loan records and IRA accounts.

Birth Certificate: You should contact the Vital Records Service Office of the State in which you were born for instructions on changing your name on your birth certificate. Your name is not automatically changed on your birth certificate as a result of an Order for Change of Name being issued by a Judge.

Business Contacts: You should notify anyone with whom you have continual business dealings of you name change.

Examples: mortgage companies, landlord, utilities, stock brokers and accountants.

Credit Card Companies: All of your credit card companies should be notified (i.e., Visa, Master Card, gasoline, department stores, etc.). Some companies will issue cards with your new name and other companies will wait until your present card expires.

Doctors: You may change your medical records when you go in for your next appointment. When you call for an appointment, tell your former name so they will be able to locate your records.

Driver's License: There is no requirement that you change your name on your driver's license. However, it is a good idea to change it if it will not expire for some time, and you often use it for identification. It may be changed at the Department of Public Safety (address provided below) for a fee.

Oklahoma Department of Public Safety
Box 11415
36th and Martin Luther King Avenue
Oklahoma City, Oklahoma 73136
(405) 425-2424 (telephone)

Employer: Your employer / employers should be notified so that your pay records can be changed, along with your insurance, savings and investment plans and retirement and / or pension plans. Your employer will provide you with a new W-4 form for you to sign.

Insurance Companies: You should notify your insurance companies (automobile, health care, homeowners, life, etc.) of your change of name, and specify the policy number for each insurance policy you have.

School: If you are a student, you should notify your school of your name change. You may wish to notify the registrar's offices of schools you previously attended of your name change if you have dealings with them.

Social Security Card: To change your name on your social security card, you must take or mail your social security card, proof of identification (such as a driver's license) and a document showing your new name (such as a marriage license or court order) to the Social Security Administration (call 1-800-772-1213 for nearest location).

Voter Identification Card: You may change this at the Oklahoma State Election Board (address provided below) or with any person qualified to register voters.

Oklahoma State Election Board
State Capitol Building / Room B-6
P.O. Box 53156
Oklahoma City, Oklahoma 73152
(405) 521-6457

IN THE DISTRICT COURT OF _____ COUNTY
STATE OF OKLAHOMA

In the Matter of the Application of _____)
_____ to Change His / Her Name) No. _____

PETITION FOR CHANGE OF NAME

COMES NOW _____, the petitioner, and shows to the court:

1. The full and correct name of petitioner is _____ and his/her address is _____ Street (Avenue, Boulevard, etc.), _____ (city or town), County of _____, State of Oklahoma.

2. That petitioner now is, and has been for more than thirty (30) days next preceding the filing of this petition, domiciled in the State of Oklahoma, and has been an actual resident of _____ County for more than thirty (30) days preceding the filing of this petition. (NOTE: Petitioner must have been a resident of the County wherein he/she files his petition.)

3. The petitioner was born on the _____ day of _____, in the year _____ at _____ (city or town) in the State of _____.

4. The birth certificate number of the petitioner is _____ and the birth is registered at _____ (if registered).

5. The petitioner desires to have his/her present name changed from _____ to _____.

6. The petitioner desires to have his/her name changed to the foregoing for the following reasons: (NOTE: Here set out a clear and concise statement of the reasons for the desired change.)

7. The petitioner does not seek to have his/her name changed for any illegal or fraudulent purpose, or to delay or hinder creditors.

WHEREFORE, your petitioner prays for an Order and Judgment of the court changing his/her name from that of _____ to that of _____.

(name)

VERIFICATION (Note: Sign Verification at filing)

I affirm that I have read the (title of the pleading) and the foregoing representations are true.

(name)

NOTE: The action may be brought by a guardian or next friend as in other actions if the petitioner is a minor.

NOT A FILL-IN-BLANK DOCUMENT

IN THE DISTRICT COURT OF _____ COUNTY
STATE OF OKLAHOMA

In the Matter of the Application of _____)
) No. _____
_____ to Change His / Her Name)

ORDER FOR CHANGE OF NAME

This matter came on for hearing this _____ day of _____ in the year _____, before _____ Judge of the District Court in and for _____ County, State of Oklahoma, upon the verified application of _____ for change of name, filed in this court on the _____ day of _____, in the year _____; and the applicant appearing personally (and by his/her attorney, _____ (optional)), and the court having heard evidence of witnesses duly sworn, finds:

1. That the petitioner is now and has been for more than thirty (30) days next preceding the filing of the petition domiciled in the State of Oklahoma, and has been an actual resident of _____ County for more than thirty (30) days preceding the filing of this petition. (or, in the alternative: that the petitioner is now and has been for thirty (30) days next preceding the filing of this petition residing upon a military reservation to-wit: _____, located in _____ County and has been an actual resident of such military reservation for more than thirty (30) days next preceding the filing of this petition.)

2. That notice of filing of said petition has been given by publication in a newspaper of general circulation in the said county for more than seven (7) days prior to this hearing as more particularly reflected by the proof of publication contained by the files of the court in the above styled and numbered case.

3. That the petitioner was born on the _____ day of _____ in the year _____ at _____ in the State of _____.

4. That the petitioner's birth certificate number of the petitioner is _____ and the birth is registered at _____. (or, in the alternative: that the petitioner has no birth certificate as petitioner's birth was not recorded.)

5. That petitioner desires to have his/her present name changed from _____ to _____ and that said petitioner is entitled to such relief for the reasons set forth in said verified application and that petitioner does not seek to have his/her name changed for any illegal or fraudulent purpose or to delay or hinder creditors.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED by the Court that petitioner's name is and the same is hereby changed from _____ to _____ and that copies of this order may be furnished to the necessary agencies to make such change upon petitioner's official records with such agencies.

JUDGE OF THE DISTRICT COURT

NOT A FILING REQUIRED DOCUMENT

IN THE DISTRICT COURT OF _____ COUNTY
STATE OF OKLAHOMA

In the Matter of the Application of _____)
_____ to Change His / Her Name) No. _____

NOTICE OF FILING PETITION FOR CHANGE OF NAME

To Whom it May Concern:

Take notice that _____ has filed in the above court a Petition to have his/her name changed as follows, to-wit: From _____ to _____; and that the same will be heard by the District Court of _____ County, Oklahoma, in the County Court House, located at _____, in _____, Oklahoma, on the _____ day of _____, in the year _____, at _____ o'clock _____ m.; and that any person may file a written protest in the case, prior to the date set for the hearing.

JUDGE OF THE DISTRICT COURT

(Name, Address and Telephone Number)

5A Vernon's Okla. Forms § 5828

NOT A FILL-IN-THE-BLANK DOCUMENT