

How to Change Your Name: For an Adult

There are **TWO** main ways you can get a court order to change your name:

1. Filing a *Petition for Change of Name*
2. Asking for your old name to be restored as part of your divorce

1) Filing a Petition for Change of Name

- 1. Complete a Civil Information Sheet** → [LINK](#)
 - ONLY fill out the “plaintiff information section”
 - Under *nature of the suit*, mark the “Other Civil” box in the Civil section
- 2. Complete the Petition for Change of Name**
→ [LINK](#)
 - EXCEPT for the case and court numbers
 - You only need to put in your YEAR of birth
- 3. Sign the Petition for Change of Name in front of a Notary**
- 4. File the form and 1 copy of the Petition with the Clerk of the District Court**
 - Next, pay the filing fee. (Check with the clerk to find out the fee for filing in your county.)
 - Get a case number and Court Division assignment from the Clerk when you file
- 5. Contact the Administrative Assistant for the court which the case has been assigned**
 - Get a date and time for a hearing and ask what that court needs for ‘Notice’ (publication, mail or both).
 - Notice by Publication:
 - Requires you to put a notice in a newspaper saying you are changing your name.
 - You have to put notice once a week for three weeks.
 - Only certain papers are allowed to publish notice.

- Notice by Mail:
 - Each notice by mail should be sent by registered mail- return receipt requested.
 - Bring the return receipt(s) with you to the hearing for filing with the clerk.

6. Give notice in one of the ways above

- 7. Complete the Order Changing Name for the judge’s signature** and bring along your proof of notice of the hearing (from step 5).
- 8. After your hearing,** make several copies of the signed order.
 - File the form with the Clerk
 - Ask the Clerk to file-stamp the extra copies at that time (Social Security, credit card companies, etc. will need a file-stamped copy of the Order).

2) Asking for your old name during or after a divorce

- In Kansas, you can ask to have your old name back at the time of your divorce *or* after your divorce is over
- You can do so by completing an *Affidavit and Order Restoring Name* (Name change at or after divorce). → [LINK](#)
- Fill out the form using the Case number and party names from your divorce case
- File the forms with the Clerk of the District Court

