

# Form C- Name Change of Minor by Both Parents

## INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached or you may re-type the forms using the identical format provided by the Office of the Lieutenant Governor. **All forms must be typed.** Forms may be copied.

THE FOLLOWING FORMS ARE INCLUDED IN THIS PACKET AND MUST BE SUBMITTED UPON COMPLETION:

**PETITION**

**FACT SHEET**

**NOTICE OF CHANGE OF NAME**

**ORDER**

**CONSENT FOR MINOR CHILD**

### INSTRUCTIONS FOR COMPLETING THE PETITION (pages 5 to 7)

- (1) This is the official heading. You type in your **full, legal name** of each parent, one on each line. Type the child's full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after "for and on behalf of." **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME.**
- (2) Type your full name of each parent just as they appear in the heading.
- (3) Type in all the information requested for each parent. Put each Petitioner's father's full name and mother's first name and maiden name.
- (4) Type in the child's date of birth, the child's place of birth, and the name of the child as it appears in the heading.
- (5) Type the child's name exactly as you want it to appear after it is changed.
- (6) Type in Petitioner's state of residence and current address. If Petitioners live at different addresses, type both addresses and identify as "mother's" and "father's."
- (7) Type the child's name as it appears in the heading and then the name as you want it to be after it is changed.
- (8) Type the date in the first blank. Make sure you **date the petition here either at the time you have it notarized, or before you have it notarized, because if you date it after the date is**

**notarized it will not be processed.** Type the name of the city in the second blank.

- (9) Sign the petition in black ink, exactly as it is typed in the heading. Do not use initials or nicknames in the signature.
- (10) Type in both parent names in the spaces provided.
- (11) Sign the petition in black ink in front of the notary. Do not use initials or nicknames, sign your full, legal name. The notary will complete his/her portion of this page.

#### **INSTRUCTIONS FOR COMPLETING THE NOTICE OF CHANGE OF NAME (page 9 )**

- Type in the full, legal name of each parent, one on each line after “In the Matter of the Petition of”.
- Type the child’s full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after “for and on behalf of”.
- Type the full name of each parent just as they appear on the Birth Certificate and as you want it to appear after it is changed.
- Finally, type the name of the newspaper which will publish the name change legal ad (one day only).

Submit one (1) original of NOTICE OF CHANGE OF NAME, copies not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the NOTICE to the newspaper agency for publication.** The NOTICE of Change of Name must be published in the newspaper and an affidavit executed within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. Failure to publish within the time required automatically voids the petition for change of name.

The petitioner must make sure the newspaper will mail the AFFIDAVIT of publication to our office within sixty (60) days of publishing and a copy of the AFFIDAVIT to you for you files. If we do not receive an AFFIDAVIT from the newspaper, at the end of sixty (60) days, we will assume that you did not have the change of name published and your Petition will be voided. **NOTE:** The newspaper provides the affidavit, you do not have to provide that form.

#### **INSTRUCTIONS FOR COMPLETING THE ORDER (pages 10 to 11)**

- Type in petitioner’s name, address and phone number in the space below “After Recordation”.
- Type in the full, legal name of each parent, one on each line after “In the Matter of the Petition of.”
- Type the child’s full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after “for and on behalf of”.
- Type the child’s name exactly as it appears in the heading, and then the name you want it to be after it is changed.
- We will fill in the dates of publication.

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER, (See H.R.S. 574-6b).

The Office of the Lieutenant Governor cannot give legal advice regarding name changes. We can only answer questions related to the procedures in granting name changes. **IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.**

Mail the documents to:

Office of the Lieutenant Governor  
P.O. Box 3226  
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor  
State Capitol  
415 South Beretania Street, 5th Floor  
Honolulu, Hawaii 96813

For additional information, call (808) 586-0255.

The following must be submitted to the Lieutenant Governor's Office.

\_\_\_\_\_ BIRTH CERTIFICATE- a certified copy of your original birth certificate from the state you were born, not older than 90 days prior to submission of your name change forms; foreign birth certificates (must be translated into English); original Certificate of Naturalization or alien registration card and Passport

\_\_\_\_\_ PETITION - notarized within 30 days prior to submission of name change forms

\_\_\_\_\_ FACT SHEET

\_\_\_\_\_ NOTICE OF CHANGE OF NAME

\_\_\_\_\_ ORDER- plus five (5) copies

\_\_\_\_\_ FILING FEE- Money order or check made payable to the Office of the Lieutenant Governor in the amount of \$100.00; cash is accepted when you hand carry your documents

\_\_\_\_\_ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (copies acceptable)

\_\_\_\_\_ Consent Form, signed by minor child over 10 years of age

\_\_\_\_\_ Petitions with liquid paper corrections must be initialed by the notary

**A PETITION CONTAINING TYPOGRAPHICAL ERRORS,  
MISSING INFORMATION OR OTHERWISE NOT IN  
CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT BE  
ACCEPTED FOR PROCESSING.**