

By law, no member of the Law Library staff may give any patron legal advice. Accordingly, staff may not interpret legal materials for patrons, advise them as to how the law might apply to their particular situation, or assist them in preparing and filling out legal forms of any kind. Staff can provide patrons legal assistance by directing them to topical print materials, sections, and subject headings that might be helpful in answering a particular question.

## **PROCEDURES FOR NAME CHANGE OF TWO MINORS One Parent as Petitioner**

This form packet contains these documents:

1. Name Change Checklist
2. Original Petition for Change of Name of Child
3. Verification
4. Consent(s)
5. Notice of Hearing
6. Waiver of Service
7. Order Granting Name Change
8. Sample Prove Up

### **Steps to Follow:**

- 1. Prepare the [Original Petition for Change of Name](#).** You may use this form as a “fill in the blank” if it fits your set of circumstances. This form has space for two children. If you are changing the name of one child, please cross out the sections for the second child. You may also re-write or re-type the forms if they do not fit your circumstances. You will be assigned a case number and court when you file.
- 2. Sign the [Verification form](#)** in the presence of a Notary Public.
- 3. If the children are ten years of age or older,** have the children sign the Consent forms.
- 4. Make two additional copies of these completed forms before filing.**
- 5. File the Original Petition and the Verification** in the District Clerk’s office on the first floor of the courthouse at 2100 Bloomdale Drive in McKinney. If any of the children are ten years of age or older, file the signed Consent forms with the District Clerk at this time. You will be required to pay a filing fee to the Clerk at this time. Give the [Notice of Hearing](#) to the District Clerk; the Clerk will arrange to get a hearing date set for you.
- 6. Give the [Waiver of Service to the other party](#)** along with the copy of the Petition that has been stamped “filed” by the District Clerk and a copy of the Order Setting Hearing Date. A copy of the filed Petition, Order Setting Hearing Date, and Waiver of Citation must be delivered to all

parties having a legal interest in the children. This constitutes service of process, rather than having the other party served by a Constable. The following persons are entitled to citation:

- a. a parent of the children whose parental rights have not been terminated.
- b. any managing conservator whose parental rights have not been terminated.
- c. any guardian of the children.

The other party should sign the Waiver of Citation in front of a Notary Public. File this signed Waiver in the District Clerk's office.

**7. If the other party will not sign the Waiver**, then you must have him/her served by a constable. The District Clerk's office can arrange this for you.

**8. If you do not know the whereabouts of the other party**, you must have them served by publication. Please ask for a **Citation by Publication** packet.

**9. Prepare the [Order Granting Name Change](#)** prior to the hearing.

**10. At the hearing**, you will state the facts of your petition as shown on the Sample Prove Up sheet. The judge will not help or ask questions. Give the Order Granting Name Change to the judge to sign after he hears the Prove Up.

## **Name Change Checklist**

Some places to contact after you have changed your name:

- 1. Social Security**
- 2. Motor-vehicle agency**
- 3. Passport agency**
- 4. Financial services, including banks, credit cards, retirement plans, and insurance companies**
- 5. Utilities and phone company**
- 6. Medical services, including doctor, dentist, and health plan**
- 7. Voter registration**
- 8. Employer**
- 9. Estate lawyer, for will and other estate planning documents**
- 10. Schools and alumni groups**
- 11. Airlines and frequent-flier miles**
- 12. Family and friends**

*\*\*\*These forms are not a substitute for legal advice.\*\*\**

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NO. \_\_\_\_\_

IN THE INTEREST OF

\_\_\_\_\_ AND

\_\_\_\_\_,  
CHILDREN

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IN THE DISTRICT COURT

\_\_\_\_\_ JUDICIAL DISTRICT

COLLIN COUNTY, TEXAS

**ORIGINAL PETITION FOR CHANGE OF NAME OF CHILD**

**1. Discovery**

Discovery in this case is intended to be conducted under  level 2 (or)  level 3 (*select one*) of Rule 190 of the Texas Rules of Civil Procedure.

**2. Objection to Associate Judge**

Petitioner [objects/does not object] (*select one*) to the assignment of this matter to an associate judge for a trial on the merits or presiding at a jury trial.

**3. Petitioner**

This suit is brought by \_\_\_\_\_ (*name of Petitioner*), Petitioner, who is the [parent/managing conservator/possessory conservator] (*select one or both*) of \_\_\_\_\_ (*name of Child One*) and \_\_\_\_\_. (*name of Child Two*)

(*Select any of the following that apply by placing a check mark and filling in the required information*)

The last three numbers of Petitioner's driver's license number are

\_\_\_\_\_. \_\_\_\_\_.

Petitioner has not been issued a driver's license.

The last three numbers of Petitioner's Social Security number are

\_\_\_\_\_. \_\_\_\_\_.

Petitioner has not been issued a Social Security number.

#### 4. Children

\_\_\_\_\_ (*name of Child One*) is a minor and resides in \_\_\_\_\_ County, Texas. \_\_\_\_\_'s

(*Child One's*) present full legal name, address, and Social Security number are:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security number: XXX-XX-X\_\_\_\_ \_

\_\_\_\_\_ (*name of Child One*) was born on \_\_\_\_\_, \_\_\_\_\_ in \_\_\_\_\_.

(*Select any of the following that apply by placing a check mark and filling in the required information*)

\_\_\_\_\_ (*name of Child One*) is not subject to the continuing jurisdiction of any court.

\_\_\_\_\_ (*name of Child One*) is subject to the continuing, exclusive jurisdiction of the \_\_\_\_\_ Court of \_\_\_\_\_ County, Texas.

\_\_\_\_\_ (*name of Child One*) [is/is not] (*select one*) subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure.

\_\_\_\_\_ (*name of Child Two*) is a minor and resides in \_\_\_\_\_ County, Texas. \_\_\_\_\_'s (*Child Two's*) present full legal name, address, and Social Security number are:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security number: XXX-XX-X\_\_\_\_ \_

\_\_\_\_\_ (*name of Child Two*) was born on \_\_\_\_\_, \_\_\_\_\_ in \_\_\_\_\_.

(*Select any of the following that apply by placing a check mark and filling in the required information*)

\_\_\_\_\_ (*name of Child Two*) is not subject to the continuing jurisdiction of any court.

\_\_\_\_\_ (*name of Child Two*) is subject to the continuing, exclusive jurisdiction of the \_\_\_\_\_ Court of \_\_\_\_\_ County, Texas.

\_\_\_\_\_ (*name of Child Two*) [is/is not] (*select one*) subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure.

**5. Respondent**

Respondent, \_\_\_\_\_, is the [parent/managing conservator/possessory conservator] (*select one or both*) of \_\_\_\_\_ (*name of Child One*) and \_\_\_\_\_ (*name of Child Two*).

Respondent should be served with process at \_\_\_\_\_.

No service is necessary at this time because a Waiver of Citation will be signed.

Respondent will be served by Citation by Publication or Posting.

**6. Request for Change of Name**

Petitioner requests the Court to grant a change of \_\_\_\_\_'s (*Child One's*) name to \_\_\_\_\_ (*Child One's requested name*).

Petitioner requests the Court to grant a change of

\_\_\_\_\_ 's (*Child Two 's*) name to  
\_\_\_\_\_. (*Child Two 's requested name*)

The reason for the requested change for the children is: (*state reason*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(*Select which of the following statements apply to each child by placing a check mark and attaching the required information*)

The written consent of \_\_\_\_\_  
(*Child One*) who is ten years of age or older is attached to this Petition.

The written consent of \_\_\_\_\_  
(*Child Two*) who is ten years of age or older is attached to this Petition.

### **8. Relief**

Petitioner prays that the Court grant Petitioner's Petition for Change of  
Name of Child.

Petitioner prays that citation and notice issue as required by law.

Petitioner prays for general relief.

Respectfully submitted,

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Petitioner, Pro Se (*Signature*)

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[Typed or printed name]

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[Address & telephone no.]

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[Email address]



**CONSENT**

*(To be completed only if child is ten years of age or older.)*

**CHILD ONE**

I, \_\_\_\_\_ [name of Child One], am  
\_\_\_\_\_ [number] years of age. I consent to the change of my name to:  
\_\_\_\_\_ [specify  
full requested name], as requested in the Petition to which this consent is attached.

\_\_\_\_\_  
[Signature of Child One]

\_\_\_\_\_  
[Typed or Printed Name]

**CONSENT**

*(To be completed only if child is ten years of age or older.)*

**CHILD TWO**

I, \_\_\_\_\_ [name of Child Two], am  
\_\_\_\_\_ [number] years of age. I consent to the change of my name to:  
\_\_\_\_\_ [specify  
full requested name], as requested in the Petition to which this consent is attached.

\_\_\_\_\_  
[Signature of Child Two]

\_\_\_\_\_  
[Typed or Printed Name]

NO. \_\_\_\_\_

IN THE INTEREST OF

\_\_\_\_\_ AND

\_\_\_\_\_,  
CHILDREN

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IN THE DISTRICT COURT

\_\_\_\_\_ JUDICIAL DISTRICT

COLLIN COUNTY, TEXAS

**NOTICE OF HEARING ON  
ORIGINAL PETITION FOR CHANGE OF NAME OF CHILD**

Take notice that the Petitioner's Petition for Change of Name of Child is set for hearing on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ (time) in the \_\_\_\_\_ (Court designation) Judicial District Court of Collin County, Texas.

SIGNED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE PRESIDING

NO. \_\_\_\_\_

IN THE INTEREST OF

\_\_\_\_\_ AND

\_\_\_\_\_,  
CHILDREN

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IN THE DISTRICT COURT

\_\_\_\_\_ JUDICIAL DISTRICT

COLLIN COUNTY, TEXAS

**WAIVER OF SERVICE**

\_\_\_\_\_ (*name of Respondent*) appeared in person before me today and stated under oath:

"I, \_\_\_\_\_, (*name of Respondent*) am the person named as Respondent in this case.

"I acknowledge that I have been provided a copy of \_\_\_\_\_ (*name of pleading*) filed in this case. I have read and understand the contents of that document.

"I understand that the Texas Rules of Civil Procedure require, in most instances, that a party or respondent be served with citation. I do not want to be served with citation, and I waive the issuance and service of citation.

"I enter my appearance in this case for all purposes.

"I waive the making of a record of testimony in this case.

"I agree that this case may be taken up and considered by the Court without further notice to me.

"I agree that the case may be decided by the presiding Judge of the Court or by a duly appointed Associate Judge of the Court.

"Insofar as this suit is concerned, I waive all rights, privileges, and exemptions existing or that may hereafter exist in my favor under the Servicemembers Civil Relief Act, including the appointment of counsel to represent me in this case.

"I further state that the following information is correct and that my-

Mailing address is: \_\_\_\_\_

Telephone number is: \_\_\_\_\_

Social Security number is: last three digits \_\_\_\_\_

Driver's license number and issuing state are: last three digits \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_ (*issuing state*)

\_\_\_\_\_  
(*signature of Respondent*)

SIGNED under oath before me on \_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Texas

*\*\*\*These forms are not a substitute for legal advice.\*\*\**

I, the notary public whose signature appears above, certify that I am not an attorney in this case.

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NO. \_\_\_\_\_

IN THE INTEREST OF

§ IN THE DISTRICT COURT

\_\_\_\_\_ AND

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\_\_\_\_\_ JUDICIAL DISTRICT

\_\_\_\_\_,  
CHILDREN

§ COLLIN COUNTY, TEXAS

**ORDER GRANTING CHANGE OF NAME OF CHILD**

On \_\_\_\_\_, 20\_\_\_\_ the Court heard the  
Petition for Change of Name of Child of \_\_\_\_\_,  
Petitioner.

Petitioner appeared in person.

Respondent, \_\_\_\_\_, (*name of Respondent*)

appeared without an attorney and announced ready for trial.

Respondent, \_\_\_\_\_, (*name of Respondent*)

appeared in person and through attorney of record,  
\_\_\_\_\_, (*name of Respondent's attorney*) and announced  
ready for trial.

Respondent, \_\_\_\_\_, (*name of Respondent*)

appeared in person and having waived the right to counsel, announced ready  
for trial.

- Respondent, \_\_\_\_\_, (*name of Respondent*) failed to appear, although duly notified.
- Respondent, \_\_\_\_\_, (*name of Respondent*) did not appear in person but has agreed to the terms of this Order, as evidenced by Respondent's signature below.
- The making of a record of testimony was waived with the consent of Court.
- The record of testimony was duly reported by the court reporter designated by this Court.

The Court finds:

1. This Court has jurisdiction over this case and the [parent/conservator] of \_\_\_\_\_ (*Child One*) and \_\_\_\_\_ (*Child Two*).
2. All persons entitled to citation were properly cited.
3. Petitioner is the [parent/managing conservator/possessory conservator] of \_\_\_\_\_ (*Child One*) and \_\_\_\_\_ (*Child Two*).

4. \_\_\_\_\_ (*Child One*)  
and \_\_\_\_\_ (*Child Two*) are  
children.

5. \_\_\_\_\_ (*Child One*) was born on  
\_\_\_\_\_, in \_\_\_\_\_.

6. \_\_\_\_\_'s (*Child One's*) Social Security  
number is XXX-XX-X\_\_\_\_ \_.

7. \_\_\_\_\_ (*Child One*) was a resident of Collin  
County at the time the Petition for Change of Name of Child was filed.

8.  \_\_\_\_\_ (*Child One*) is subject to the  
registration requirements of chapter 62 of the Texas Code of Criminal  
Procedure and the person petitioning on behalf of the child has provided the  
court with proof that the child has notified the appropriate local law  
enforcement authority of the proposed name change.

\_\_\_\_\_ (*Child One*) is not subject to the  
registration requirements of chapter 62 of the Texas Code of Criminal  
Procedure.

9. \_\_\_\_\_ (*Child Two*) was born on  
\_\_\_\_\_, in \_\_\_\_\_.

10. \_\_\_\_\_'s (*Child Two*'s) Social Security number is XXX-XX-X\_\_\_\_ \_.

11. \_\_\_\_\_ (*Child Two*) was a resident of Collin County at the time the Petition for Change of Name of Child was filed.

12.  \_\_\_\_\_ (*Child Two*) is subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure and the person petitioning on behalf of the child has provided the court with proof that the child has notified the appropriate local law enforcement authority of the proposed name change.

\_\_\_\_\_ (*Child Two*) is not subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure.

13. The change of name requested for \_\_\_\_\_ (*Child One*) is in the best interest of \_\_\_\_\_ (*Child One*) and the public.

14. The change of name requested for \_\_\_\_\_ (*Child Two*) is in the best interest of \_\_\_\_\_ (*Child Two*) and the public.

(*Select if applicable by placing a check mark*)

15.  \_\_\_\_\_ (*Child One*) has consented  
in writing to the change of name.

16.  \_\_\_\_\_ (*Child Two*) has consented  
in writing to the change of name.

IT IS ORDERED that \_\_\_\_\_'s  
(*Child One's*) name is changed from \_\_\_\_\_  
(*Child One*) to \_\_\_\_\_.

IT IS ORDERED that \_\_\_\_\_'s  
(*Child Two's*) name is changed from \_\_\_\_\_  
(*Child Two*) to \_\_\_\_\_.

IT IS ORDERED that all relief requested in this case and not  
expressly granted is denied.

SIGNED on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE PRESIDING

**CHANGE OF NAME OF CHILD PROVE UP QUESTIONS  
TWO CHILDREN; ONE PARENT**

Good morning, Your Honor. My name is \_\_\_\_\_ . I am here to prove up my Order Granting Change of Name for my \_\_\_\_\_ (*number of children*) children.

I am the Petitioner and the [parent/conservator] (*select one or both*) of \_\_\_\_\_ . (*current names of child one and child two*)

Respondent is the [father/mother/conservator] (*select one or more*) of the child. Respondent:

Was served with citation on \_\_\_\_\_ (*date*) and has failed to file an answer with the Court. I ask the Court to take judicial notice of the Return of Service that was filed on \_\_\_\_\_ (*date*) among the papers of the Court.

Was duly served and filed an answer with the Court. Respondent was served with notice of today's trial date on \_\_\_\_\_ by \_\_\_\_\_ (*registered mail, etc.*) and has failed to appear. (*Be prepared to show the Court your proof of notice to Respondent*)

Was properly served with citation by publication. An attorney ad litem has been appointed to represent the Respondent for the purpose of service of citation by publication.

Has agreed to the requested change of name and has signed the agreed order granting the change of name.

**CHILD ONE**

\_\_\_\_\_ (*present name of child one*) is a [male/female] (*select one*) child born on \_\_\_\_\_ (*date of birth*) in \_\_\_\_\_. The child's address is \_\_\_\_\_ . (*address*)

*\*\*\*If child is 10 years of age or older, ask the Court to take judicial notice of the child's Consent for Name Change which was filed with the Petition for Change of Name among the papers of the court.*

The child [is/is not] (*select one*) under the continuing jurisdiction of the Court.

I request that the name of \_\_\_\_\_  
(*child one's full name*) be changed to \_\_\_\_\_ (*full requested name for child one.*)

The reason for this requested name change is:

(*State reason*)

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**REGISTRATION REQUIREMENTS FOR CHILD ONE**

The child is not subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure.

The child is subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure, and as Petitioner's Exhibit # \_\_\_\_\_ (*number*), I offer \_\_\_\_\_ (*proof that the appropriate local law enforcement authority has been notified of the proposed change name for child one.*)

I believe that a change of my child's name is in the best interest of my child and of the public.

I ask the Court to grant my child a name change from \_\_\_\_\_ [present full name of child]

one] to \_\_\_\_\_ [requested full name of child one].

*CHILD TWO*

Repeat the steps that were used for Child One for each subsequent child.

That is all I have, Your Honor.

Give the judge your prepared Order Granting Name Change.