



# Child Name Change

## (Both parents agree to file together)

Use these instructions & forms if:

- you and the other parent agree to file the request for name change together.

This packet includes:

1. Instructions for a Child Name Change - Both parents agree to file together
2. Petition to Change the Name of Child
3. Child's Consent to Name Change
4. Order to Change the Name of Child
5. Civil Case Information Sheet
6. Statement of Inability to Afford Payment of Court Costs
7. Information on Suit Affecting the Family Relationship.
8. Sample Prove Up

Note: You may not need all of the forms listed or you may need additional forms. Get more information at

[www.TexasLawHelp.org](http://www.TexasLawHelp.org). Talk to a lawyer if you have questions.

# Instructions & Forms for Child Name Change: Both Parents Agree to File Together

These instructions explain the steps to change your child's name if you and the child's other parent agree to file the request for name change together. Each step includes a link to the form or forms needed for that step. Just click on the step to expand with more information.

## Use these instructions if:

- The child has (or children have) two living parents whose parental rights have not been terminated, who both **agree** to the name change and will sign the necessary court forms.

## Do not use these instructions if:

- There are any non-parent court ordered relationships for the children.

**Have you read the Frequently Asked Questions?** These instructions are part of this TexasLawHelp toolkit: [I want to change my child's name](https://texaslawhelp.org/toolkit/i-want-change-my-childs-name) (<https://texaslawhelp.org/toolkit/i-want-change-my-childs-name>) [1]. Before getting started, it's important to read the answers to [Frequently Asked Questions](https://texaslawhelp.org/texas-legal-faq-listing?term=758) (<https://texaslawhelp.org/texas-legal-faq-listing?term=758>) [2] included in the Toolkit.

**Do you need help finding the right instructions?** Use our [Ask a Question](https://texaslawhelp.org/ask-question) (<https://texaslawhelp.org/ask-question>) [3] tool to chat with a lawyer or law student online.

**WARNING!** These basic instructions provide general information, not legal advice. It's a good idea to talk with a lawyer about your particular situation.

A lawyer is trained to protect your legal rights. Even if you decide to represent yourself, try to talk to a lawyer about your case before filing anything. You can hire a lawyer just to review your forms. This is called [limited scope representation](https://texaslawhelp.org/limited-scope) (<https://texaslawhelp.org/limited-scope>) [4]. You may also be able to talk with a lawyer for free at a legal clinic.

If you need help finding a lawyer, you can:

- Contact your local lawyer referral service.
- Use our [Legal Help Finder](https://texaslawhelp.org/legal-help/legal-help-) (<https://texaslawhelp.org/legal-help/legal-help->

finder) [5] tool.

- Check our Legal Clinic Calendar (<https://texaslawhelp.org/legal-clinic-calendar>) [6].

You can print these instructions to use as a checklist.

To print out both the instructions and forms, click here (<http://www.harriscountylawlibrary.org/child-name-change-agreed>) [7].

## ☐ **Step 1: Fill out your court forms.**

Fill out these forms:

- Petition to Change the Name of a Child ([https://texaslawhelp.org/sites/default/files/fm\\_ncc1\\_100\\_name\\_child\\_petiton\\_bothparentsfile\\_english\\_0.pdf](https://texaslawhelp.org/sites/default/files/fm_ncc1_100_name_child_petiton_bothparentsfile_english_0.pdf)) [8]

This form asks the judge to change your child's name. You and your child's other parent must sign this form **under penalty of perjury**. This means it is a crime to lie on this form.

You are the "Petitioner." The child's other parent is the "Co-Petitioner."

Print your answers using blue or black ink. Do not leave blanks.

- Order Changing the Name of a Child (<https://texaslawhelp.org/form/order-change-name-child-filed-both-parents>) [9]

You will ask the judge to sign this form to change your child's name. You must fill it out before going to court. Fill out all blanks except:

- 1) the date of judgment,
- 2) the judge's signature, and
- 3) the judge's name.

This form must also be signed by both you and the other parent.

- Civil Case Information Sheet ([https://texaslawhelp.org/sites/default/files/pr-gen-116\\_civil\\_case\\_information\\_sheet.pdf](https://texaslawhelp.org/sites/default/files/pr-gen-116_civil_case_information_sheet.pdf)) [10] (NOTE: the Texas Supreme Court has repealed the rule requiring the civil case information sheet (<https://www.txcourts.gov/media/1442977/189163.pdf>).

[11], so you may not need this form).

- **Information on Suit Affecting the Family Relationship**  
**(<https://texaslawhelp.org/form/information-suit-affecting-family-relationship-excluding-adoptions>) [12]**

Fill out this additional form if your child is 10 years old or older:

- **Child's Consent to Name Change (For Child Age 10 or Older)**  
**([https://texaslawhelp.org/sites/default/files/fm\\_ncc1\\_113\\_name\\_child\\_consent\\_co-petitioners\\_0.pdf](https://texaslawhelp.org/sites/default/files/fm_ncc1_113_name_child_consent_co-petitioners_0.pdf)) [13]**

This form must be signed by your child if your child is 10 years old or older. It tells the judge that your child wants his or her name to be changed.

**Note:** If your child is 10 years old or older, you cannot change your child's name without his or her consent.

Fill out this additional form if you cannot afford to pay the filing fee for your case. Call the clerk's office in the county where the child lives to learn the filing fee for your case.

- **Statement of Inability to Afford Payment of Court Costs**  
**([https://texaslawhelp.org/sites/default/files/tx-pr-pay-112\\_scot\\_statement\\_of\\_inability\\_to\\_pay\\_court\\_costs.pdf](https://texaslawhelp.org/sites/default/files/tx-pr-pay-112_scot_statement_of_inability_to_pay_court_costs.pdf)) [14]**

## ☐ **Step 2: Make copies.**

Make one copy of each of the following:

- your completed Petition to Change the Name of a Child (signed by both you and the other parent), **and**
- your Statement of Inability to Afford Payment of Court Costs (if you cannot afford the filing fee), **and**
- your child's completed Child's Consent to Name Change (if your child is 10 or older).

You do not need copies of the Civil Case Information Sheet form, the Information on Suit Affecting the Family Relationship form or the Order Changing the Name of a Child form.

☐ **Step 3: File your forms with the court.**

File (turn in) your completed forms at the district clerk's office in the county where your child lives.

**At the clerk's office:**

- Turn in your completed court forms (and copies), except the **Order Changing the Name of a Child** (<https://texaslawhelp.org/form/order-change-name-child-filed-both-parents>) [9] form. Don't turn in the Order form yet. You will present the Order form to the judge when you go to court.
- Pay the filing fee or file your completed Statement of Inability to Afford Payment of Court Costs if you cannot afford the fee.
- The clerk will write your "Cause Number" and "Court Number" at the top of the first page of your Petition to Change the Name of a Child and other forms. (Write these numbers at the top of your Order Changing the Name of a Child form.)
- The clerk will "file-stamp" your copies with the date and time. The clerk will keep the originals and give you back your copies.
- Ask the clerk if there are local rules or procedures you need to know about for your case. For example, there might be **standing orders** (<https://texaslawhelp.org/article/standing-orders>) [15] in your county that need to be attached to your petition.

Ask the clerk when you can present your proposed Order Changing the Name of a Child to a judge. You may be able to present your proposed order to a judge that day. Or you may have to come back another day.

☐ **Step 4: Go to court to finish your case.**

Go to court to finish your case. Read the article **Tips for the Courtroom** (<https://texaslawhelp.org/article/tips-courtroom>) [16] for more information about going to court.

When you get to the courtroom, tell the judge's clerk you are there and give the clerk the following documents:

- your completed proposed Order Changing the Name of a Child (signed by

both you and the other parent), **and**

- the file-stamped copy of your Petition to Change the Name of a Child, **and**
- the file-stamped copy of the Child's Consent to Name Change (if applicable).

Sit down until the judge calls your case.

When the judge calls your case, walk to the front of the courtroom and stand in front of the judge's bench. The judge will have you raise your right hand and swear to tell the truth. Tell the judge that you and your child's other parent are asking that your child's name be changed. Be prepared to quickly tell the judge why you think changing your child's name is in your child's best interest.

The judge will listen to what you say and review your forms. If everything is in order and the judge agrees that changing your child's name would be in your child's best interest, the judge will sign your Order Changing the Name of a Child.

#### ☐ **Step 5: File the signed Order with the clerk.**

After the judge signs your Order Changing the Name of a Child, go back to the clerk's office.

- File (turn in) the signed Order Changing the Name of a Child. **Your case is NOT final until you do so.**
- Get several certified copies of the Order Changing the Name of a Child from the clerk. You must pay a small fee for each certified copy. You will need certified copies of the Order to change your child's name on your child's social security card, birth certificate, passport, school records, etc. Each agency will want a certified copy of the Order to keep. You will also want a certified copy of the Order for your records.

#### ☐ **Step 6: After your case is finished.**

You are responsible for notifying the appropriate agencies of your child's new name.

- To change your child's social security card, contact your local social security office.

- To change your child's Texas birth certificate, contact the Texas Department of State Health Services, Vital Statistics Unit. Read about birth certificate amendments and get the application [here](https://www.dshs.texas.gov/vs/reqproc/amendment.shtm) (<https://www.dshs.texas.gov/vs/reqproc/amendment.shtm>) [17]. If your child was born in another state, contact the vital statistics office in that state.
- To change your child's passport, contact your local passport office.
- To change your child's school records, take a certified copy of the Order to your child's school.

© TexasLawHelp.org - Source URL: <https://texaslawhelp.org/checklist/instructions-forms-child-name-change-both-parents-agree-file-together>

#### Links

- [1] <https://texaslawhelp.org/toolkit/i-want-change-my-childs-name>
- [2] <https://texaslawhelp.org/texas-legal-faq-listing?term=758>
- [3] <https://texaslawhelp.org/ask-question>
- [4] <https://texaslawhelp.org/limited-scope>
- [5] <https://texaslawhelp.org/legal-help/legal-help-finder>
- [6] <https://texaslawhelp.org/legal-clinic-calendar>
- [7] <http://www.harriscountylawlibrary.org/child-name-change-agreed>
- [8] [https://texaslawhelp.org/sites/default/files/fm\\_ncc1\\_100\\_name\\_child\\_petiton\\_bothparentsfile\\_english\\_0.pdf](https://texaslawhelp.org/sites/default/files/fm_ncc1_100_name_child_petiton_bothparentsfile_english_0.pdf)
- [9] <https://texaslawhelp.org/form/order-change-name-child-filed-both-parents>
- [10] [https://texaslawhelp.org/sites/default/files/pr-gen-116\\_civil\\_case\\_information\\_sheet.pdf](https://texaslawhelp.org/sites/default/files/pr-gen-116_civil_case_information_sheet.pdf)
- [11] <https://www.txcourts.gov/media/1442977/189163.pdf>
- [12] <https://texaslawhelp.org/form/information-suit-affecting-family-relationship-excluding-adoptions>
- [13] [https://texaslawhelp.org/sites/default/files/fm\\_ncc1\\_113\\_name\\_child\\_consent\\_co-petitioners\\_0.pdf](https://texaslawhelp.org/sites/default/files/fm_ncc1_113_name_child_consent_co-petitioners_0.pdf)
- [14] [https://texaslawhelp.org/sites/default/files/tx-pr-pay-112\\_scot\\_statement\\_of\\_inability\\_to\\_pay\\_court\\_costs.pdf](https://texaslawhelp.org/sites/default/files/tx-pr-pay-112_scot_statement_of_inability_to_pay_court_costs.pdf)
- [15] <https://texaslawhelp.org/article/standing-orders>
- [16] <https://texaslawhelp.org/article/tips-courtroom>

## **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**



Cause Number: \_\_\_\_\_

In the Matter of the Name Change of:

(Print the current name of each child - first, middle, last.)

In the \_\_\_\_\_

1 \_\_\_\_\_

☐ District Court

2 \_\_\_\_\_

☐ County Court at Law

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

\_\_\_\_\_ County, Texas

A Child or Children

## Petition to Change the Name of a Child or Children

### 1. Discovery Level

The discovery level in this case, if needed, is Level 2.

### 2. Petitioner and Co-Petitioner (The Parents)

The Petitioner and Co-Petitioner are the parents of the child or children listed in section 3.

The **Petitioner** is: \_\_\_\_\_  
First Middle Last

The Petitioner is the: ☐ mother ☐ father

The last three numbers of Petitioner's driver's license number are: \_\_\_\_\_.

Petitioner's driver's license was issued in (state) \_\_\_\_\_.

**Or** ☐ Petitioner does not have a driver's license.

The last three numbers of Petitioner's social security number are: \_\_\_\_\_.

**Or** ☐ Petitioner does not have a social security number.

The **Co-Petitioner** is: \_\_\_\_\_  
First Middle Last

The Co-Petitioner is the: ☐ mother ☐ father

The last three numbers of Co-Petitioner's driver's license number are: \_\_\_\_\_.

Co-Petitioner's driver's license was issued in (state) \_\_\_\_\_.

**Or** ☐ Co-Petitioner does not have a driver's license.

The last three numbers of Co-Petitioner's social security number are: \_\_\_\_\_.

**Or** ☐ Co-Petitioner does not have a social security number.

### 3. Children

Petitioner and Co-Petitioner ask the Court to change the name of the child or children listed below:

Current Name of Child #1: \_\_\_\_\_

Current Name of Child #2: \_\_\_\_\_

Current Name of Child #3: \_\_\_\_\_

Current Name of Child #4: \_\_\_\_\_

Current Name of Child #5: \_\_\_\_\_

e. Place of birth: \_\_\_\_\_  
City State Country

f. Consent by Child (*Check one.*)

- ☐ Child is younger than 10 years old. Consent is not required.  
☐ Child is 10 years old or older and has consented in writing to this name change.

g. Sex Offender Registration (*Check one.*)

- ☐ The child **is not** required to register as a sex offender.  
☐ The child **is** required to register as a sex offender. Proof that the child has notified local law enforcement of the proposed name change is attached to this Petition.

h. Are there any court orders about the child already in place? (*Check one.*)

- ☐ There are no court orders regarding the child.  
☐ A court made orders involving the child in the following case:

Case/Cause Number \_\_\_\_\_ in \_\_\_\_\_  
County State

Case type: \_\_\_\_\_  
Print the case type (custody, support, divorce, paternity, etc.)

Additional Child Exhibit pages are attached (if applicable).

#### 4. Name Change Request

a. Petitioner and Co-Petitioner ask the Court to change the child's name to:

\_\_\_\_\_  
First Middle Last

b. We want to change the child's name because:

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

c. We believe the requested name change is in the child's best interest.

#### 5. Request for Judgment

We ask the Court to order the child's name changed as requested above. We ask for general relief.

Respectfully submitted,



Petitioner's Signature



Co-Petitioner's Signature

**Note:** Each parent must also sign a declaration under penalty of perjury on the next page.

## 7. Petitioner's Declaration Under Penalty of Perjury

My name is:\_\_\_\_\_. My date of birth is\_\_\_\_\_.

My address is:\_\_\_\_\_.

My email address is\_\_\_\_\_. My phone number is:\_\_\_\_\_.

**I declare under penalty of perjury that all information in this Petition to Change the Name of a Child is true and correct.**

Completed and formally signed on \_\_\_\_\_ in \_\_\_\_\_ County, \_\_\_\_\_.

\_\_\_\_\_  
***Petitioner's Signature***

## 8. Co-Petitioner's Declaration Under Penalty of Perjury

My name is:\_\_\_\_\_. My date of birth is\_\_\_\_\_.

My address is:\_\_\_\_\_.

My email address is\_\_\_\_\_. My phone number is:\_\_\_\_\_.

**I declare under penalty of perjury that all information in this Petition to Change the Name of a Child is true and correct.**

Completed and formally signed on \_\_\_\_\_ in \_\_\_\_\_ County, \_\_\_\_\_.

\_\_\_\_\_  
***Co-Petitioner's Signature***

Cause Number: \_\_\_\_\_

In the Matter of the Name Change of:

In the \_\_\_\_\_

☐ District Court ☐ County Court at Law

\_\_\_\_\_  
*Print the child's current name - first, middle, last.*

\_\_\_\_\_  
County, Texas

A Child

## Child's Consent to Name Change (For Child Age 10 or Older)

*Print your answers*

1. My name is \_\_\_\_\_  
*first middle last*

2. My age is \_\_\_\_\_

3. The name change is for me.

4. I want my name changed to

\_\_\_\_\_  
*First middle last*

Child **prints** his/her current name here: \_\_\_\_\_



Child **signs** here

\_\_\_\_\_  
Date the child signed

Cause Number: \_\_\_\_\_

In the Matter of the Name Change of:

In the \_\_\_\_\_

☐ District Court ☐ County Court at Law

\_\_\_\_\_  
*Print the child's current name - first, middle, last.*

\_\_\_\_\_  
County, Texas

A Child

## Child's Consent to Name Change (For Child Age 10 or Older)

*Print your answers*

1. My name is \_\_\_\_\_  
*first middle last*

2. My age is \_\_\_\_\_

3. The name change is for me.

4. I want my name changed to

\_\_\_\_\_  
*First middle last*

Child **prints** his/her current name here: \_\_\_\_\_



Child **signs** here

\_\_\_\_\_  
Date the child signed

Cause Number: \_\_\_\_\_

In the Matter of the Name Change of:  
(Print the current name of each child - first, middle, last.)

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_

In the \_\_\_\_\_

☐ District Court  
☐ County Court at Law

A Child or Children

\_\_\_\_\_ County, Texas

## Order Changing the Names of Multiple Children

A hearing took place on \_\_\_\_\_  
Date

### 1. Appearances

#### **Petitioner**

The Petitioner's name is: \_\_\_\_\_  
First Middle Last

The Petitioner is the children's: ☐ Mother ☐ Father

The Petitioner was present, representing him/herself, and has agreed to the terms of this Order.

#### **Co-Petitioner**

The Co-Petitioner's name is: \_\_\_\_\_  
First Middle Last

The Co-Petitioner is the children's: ☐ Mother ☐ Father

(Check one.)

- ☐ The Co-Petitioner was **present** and has signed below agreeing to this Order.  
☐ The Co-Petitioner was **not present** but has signed below agreeing to this Order.

### 2. Jurisdiction

The Court received evidence and finds that it has jurisdiction over this case and the parties, that the notice requirements have been met, and that the Petition meets all legal requirements.

### 3. Record

A court reporter:

(Check one.)

- ☐ recorded today's hearing.  
☐ did not record today's hearing because the parties and judge agreed not to make a record.

#### 4. Findings

The Court makes the following findings about **Child #1**.

- a. Child's Current name: \_\_\_\_\_  
*First Middle Last*
- b. Home Address: \_\_\_\_\_ County: \_\_\_\_\_
- c. Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or ☐ The child does not have a Social Security #.
- d. Birth date: \_\_\_\_\_ e. Place of birth: \_\_\_\_\_  
*Month / Day / Year City State Country*
- f. Consent by Child (Check one.)  
☐ The child is younger than 10 years old. Consent is not required.  
☐ The child is 10 years old or older and has consented in writing to this name change.
- g. Sex Offender Registration (Check one.)  
☐ The child **is not** required to register as a sex offender.  
☐ The child **is** required to register as a sex offender. Petitioners attached proof to the Petition that the child has notified local law enforcement of the proposed name change. The requested name change is in the best interest of the public.
- h. Court of Continuing Exclusive Jurisdiction (Check one.)  
☐ There are no court orders regarding the child.  
☐ A court made orders involving the child in the following case:  
  
\_\_\_\_\_ *Case Number* \_\_\_\_\_ *County* \_\_\_\_\_ *State* \_\_\_\_\_ *Case type (custody, support, divorce etc.)*
- i. The requested name change is in the best interest of the child.

The Court makes the following findings about **Child #2**.

- a. Child's Current name: \_\_\_\_\_  
*First Middle Last*
- b. Home Address: \_\_\_\_\_ County: \_\_\_\_\_
- c. Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or ☐ The child does not have a Social Security #.
- d. Birth date: \_\_\_\_\_ e. Place of birth: \_\_\_\_\_  
*Month / Day / Year City State Country*
- f. Consent by Child (Check one.)  
☐ The child is younger than 10 years old. Consent is not required.  
☐ The child is 10 years old or older and has consented in writing to this name change.
- g. Sex Offender Registration (Check one.)  
☐ The child **is not** required to register as a sex offender.  
☐ The child **is** required to register as a sex offender. Petitioners attached proof to the Petition that the child has notified local law enforcement of the proposed name change. The requested name change is in the best interest of the public.
- h. Court of Continuing Exclusive Jurisdiction (Check one.)  
☐ There are no court orders regarding the child.  
☐ A court made orders involving the child in the following case:  
  
\_\_\_\_\_

Case Number \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Case type (custody, support, divorce etc.) \_\_\_\_\_

- i. The requested name change is in the best interest of the child.

The Court makes the following findings about **Child #3**.

- a. Child's Current name: \_\_\_\_\_  
First Middle Last
- b. Home Address: \_\_\_\_\_ County: \_\_\_\_\_
- c. Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or ☐ The child does not have a Social Security #.
- d. Birth date: \_\_\_\_\_ e. Place of birth: \_\_\_\_\_  
Month / Day / Year City State Country
- f. Consent by Child (Check one.)  
☐ The child is younger than 10 years old. Consent is not required.  
☐ The child is 10 years old or older and has consented in writing to this name change.
- g. Sex Offender Registration (Check one.)  
☐ The child **is not** required to register as a sex offender.  
☐ The child **is** required to register as a sex offender. Petitioners attached proof to the Petition that the child has notified local law enforcement of the proposed name change. The requested name change is in the best interest of the public.
- h. Court of Continuing Exclusive Jurisdiction (Check one.)  
☐ There are no court orders regarding the child.  
☐ A court made orders involving the child in the following case:

Case Number \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Case type (custody, support, divorce etc.) \_\_\_\_\_

- i. The requested name change is in the best interest of the child.

The Court makes the following findings about **Child #4**.

- a. Child's Current name: \_\_\_\_\_  
First Middle Last
- b. Home Address: \_\_\_\_\_ County: \_\_\_\_\_
- c. Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or ☐ The child does not have a Social Security #.
- d. Birth date: \_\_\_\_\_ e. Place of birth: \_\_\_\_\_  
Month / Day / Year City State Country
- f. Consent by Child (Check one.)  
☐ The child is younger than 10 years old. Consent is not required.  
☐ The child is 10 years old or older and has consented in writing to this name change.
- g. Sex Offender Registration (Check one.)  
☐ The child **is not** required to register as a sex offender.  
☐ The child **is** required to register as a sex offender. Petitioners attached proof to the Petition that the child has notified local law enforcement of the proposed name change. The requested name change is in the best interest of the public.
- h. Court of Continuing Exclusive Jurisdiction (Check one.)  
☐ There are no court orders regarding the child.



☐ A court made orders involving the child in the following case:

Case Number \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Case type (custody, support, divorce etc.) \_\_\_\_\_

i. The requested name change is in the best interest of the child.

The Court makes the following findings about **Child #5**.

a. Child's Current name: \_\_\_\_\_  
First Middle Last

b. Home Address: \_\_\_\_\_ County: \_\_\_\_\_

c. Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or ☐ The child does not have a Social Security #.

d. Birth date: \_\_\_\_\_ e. Place of birth: \_\_\_\_\_  
Month / Day / Year City State Country

f. Consent by Child (Check one.)

☐ The child is younger than 10 years old. Consent is not required.

☐ The child is 10 years old or older and has consented in writing to this name change.

g. Sex Offender Registration (Check one.)

☐ The child **is not** required to register as a sex offender.

☐ The child **is** required to register as a sex offender. Petitioners attached proof to the Petition that the child has notified local law enforcement of the proposed name change. The requested name change is in the best interest of the public.

h. Court of Continuing Exclusive Jurisdiction (Check one.)

☐ There are no court orders regarding the child.

☐ A court made orders involving the child in the following case:

Case Number \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Case type (custody, support, divorce etc.) \_\_\_\_\_

i. The requested name change is in the best interest of the child.

## 5. Orders

The Court ORDERS **Child #1's** name changed from:

Current name: \_\_\_\_\_  
First middle last

To this name: \_\_\_\_\_  
First middle last

The Court ORDERS **Child #2's** name changed from:

Current name: \_\_\_\_\_  
First middle last

To this name: \_\_\_\_\_  
First middle last

The Court ORDERS **Child #3's** name changed from:

Current name: \_\_\_\_\_



**INFORMATION ON SUIT AFFECTING THE FAMILY RELATIONSHIP  
(EXCLUDING ADOPTIONS)**

**SECTION 1 GENERAL INFORMATION (REQUIRED)**

STATE FILE NUMBER \_\_\_\_\_

1a. COUNTY \_\_\_\_\_ 1b. COURT NO. \_\_\_\_\_  
1c. CAUSE NO. \_\_\_\_\_ 1d. DATE OF ORDER (mm/dd/yyyy) \_\_\_\_\_

2. TYPE OF ORDER (CHECK ALL THAT APPLY):

☐ DIVORCE/ANNULMENT WITH CHILDREN (Sec. 1,2 AND 3) ☐ DIVORCE/ANNULMENT WITHOUT CHILDREN (Sec 1 AND 2)

☐ ESTABLISHMENT OF COURT OF CONTINUING JURISDICTION (SEC 1 AND 3)  
(Court Order Establishing Paternity, Conservatorship, Child Support or Termination of Parental Rights)

☐ CHANGE IN THE NAME OF THE CHILD (SEC 1 AND 3)  
(PROVIDE PRIOR AND NEW NAME OF CHILD IN SECTION 3)

☐ TRANSFER OF COURT OR CONTINUING JURISDICTION (SEC1,3 AND INFORMATION BELOW)

TRANSFER TO: COUNTY \_\_\_\_\_ COURT NO. \_\_\_\_\_ STATE COURT ID# \_\_\_\_\_

3a. NAME OF ATTORNEY FOR PETITIONER _____	3b. TELEPHONE NUMBER (including area code) _____
3c. CURRENT MAILING ADDRESS (STREET AND NUMBER OR P.O BOX, CITY, STATE, ZIP) _____	

**SECTION 2 (IF APPLICABLE) REPORT OF DIVORCE OR ANNULMENT OF MARRIAGE**

<b>PETITIONER</b>	4. NAME (FIRST MIDDLE LAST SUFFIX) _____		5. MAIDEN LAST NAME (NAME BEFORE 1 <sup>ST</sup> MARRIAGE) _____	
	6. PLACE OF BIRTH (CITY AND STATE OR FOREIGN COUNTRY) _____		7. RACE _____	8. DATE OF BIRTH (mm/dd/yyyy) _____
	9. USUAL RESIDENCE _____ STREET NAME & NUMBER _____ CITY _____ STATE _____ ZIP _____			
<b>RESPONDENT</b>	10. NAME (FIRST MIDDLE LAST SUFFIX) _____		11. MAIDEN LAST NAME (NAME BEFORE 1 <sup>ST</sup> MARRIAGE) _____	
	12. PLACE OF BIRTH (CITY AND STATE OR FOREIGN COUNTRY) _____		13. RACE _____	14. DATE OF BIRTH (mm/dd/yyyy) _____
	15. USUAL RESIDENCE (STREET AND NUMBER CITY, STATE, ZIP) _____			
16. NUMBER OF MINOR CHILDREN _____		17. DATE OF MARRIAGE (mm/dd/yyyy) _____		18. PLACE OF MARRIAGE (CITY AND STATE OR FOREIGN COUNTRY) _____

**SECTION 3 (IF APPLICABLE) CHILDREN AFFECTED BY THIS SUIT**

<b>CHILD 1</b>	19a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX) _____			
	19b. DATE OF BIRTH (mm/dd/yyyy) _____	19c. SEX _____	19d. BIRTHPLACE (CITY, COUNTY AND STATE) _____	
	19e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE _____			
<b>CHILD 2</b>	20a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX) _____			
	20b. DATE OF BIRTH (mm/dd/yyyy) _____	20c. SEX _____	20d. BIRTHPLACE (CITY, COUNTY AND STATE) _____	
	20e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE _____			
<b>CHILD 3</b>	21a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX) _____			
	21b. DATE OF BIRTH (mm/dd/yyyy) _____	21c. SEX _____	21d. BIRTHPLACE (CITY, COUNTY AND STATE) _____	
	21e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE _____			

☐ ADDITIONAL CHILDREN LISTED ON BACK OF THE FORM.

I CERTIFY THAT THE ABOVE ORDER WAS GRANTED ON THE DATE AND PLACE AS STATED.

\_\_\_\_\_  
SIGNATURE OF THE CLERK OF THE COURT

**WARNING:** This is a governmental document. Texas Penal Code, Section 37.10, specifies penalties for making false entries or providing false information in this document. VS-165 REV 07/2017

**ADDITIONAL CHILDREN AFFECTED BY THIS SUIT FROM SECTION 3 (IF APPLICABLE)**

CHILD 4	23a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	23b. DATE OF BIRTH (mm/dd/yyyy)	23c. SEX	23d. BIRTHPLACE (CITY, COUNTY AND STATE)
	23e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE		
CHILD 5	24a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	24b. DATE OF BIRTH (mm/dd/yyyy)	24c. SEX	24d. BIRTHPLACE (CITY, COUNTY AND STATE)
	24e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE		
CHILD 6	25a. CHILD CURRENT NAME (FIRST MIDDLE LAST SUFFIX)		
	25b. DATE OF BIRTH (mm/dd/yyyy)	25c. SEX	25d. BIRTHPLACE (CITY, COUNTY AND STATE)
	25e. PRIOR NAME OF CHILD (FIRST MIDDLE LAST SUFFIX) – IF APPLICABLE		

**Instructions for Completing the Suit Affecting Parent Child Relationship Form****GENERAL REQUIREMENT:**

All divorces/annulments (with or without children) and all suits affecting the parent-child relationship must be reported through the clerk of the court to the State Vital Statistics Unit (VSU).

Consolidated reporting by petitioners, attorneys, and the courts is designed to make mandatory reporting more efficient, timely, and improve the quality of reporting. However, this reporting system is only as good or timely as you make it; therefore, your attention in completing and filing this report is critical.

Legal basis for this reporting is contained in Health and Safety Code §194.002 and Texas Family Code §§108.001-.002 and 108.004.

For information concerning reporting or questions about this form, contact field services at [fieldservices@dshs.texas.gov](mailto:fieldservices@dshs.texas.gov) or by phone at 512-776-3010.

**The VSU-165 form must be printed double-sided (one sheet not two).**

For information on the court of continuing jurisdiction of a child, contact VSU at (888) 963-7111 ext. 2529. Inquiries should be addressed to VSU, 1100 West 49th Street, Austin, Texas, 78756-3191; inquiries may also be faxed to (512) 776-7164.

**SECTION 1 GENERAL INFORMATION (REQUIRED)**

This section must be completed for each report filed.

- 1a – d. Enter the required information to identify the court proceeding.
- 2. Check the type of suit being reported. This determines also which sections of the form must be completed. If more than one type of order applies, check all that apply. Transfers from one jurisdiction to another must be reported in this section (if court number is unknown, specify "unknown").
- 3a – c. Complete the attorney information to assist in questions or follow up. If case was pro se, please enter the information of the person completing this form.

**SECTION 2 (IF APPLICABLE) REPORT OF DIVORCE OR ANNULMENT OF MARRIAGE**

All divorces/annulments must be reported, even if there were no minor children. All information is required.

- 4-9. Report the Petitioner's information including maiden name (if applicable ).
- 10-15. Report the Respondent's information, including maiden name (if applicable ).
- 16. Report the number of minor children affected by this divorce; if none, record "0." This number must correspond to the listing of children in Section 3.
- 17-18. Enter the date and place of the marriage being dissolved.

**SECTION 3 (IF APPLICABLE) CHILDREN AFFECTED BY THIS SUIT**

Every child affected by the suit being reported must be listed, and all items concerning that child must be completed. If more than three children are affected, check the "additional children listed on back of form" box, and continue to list the additional children. If more than 6 children complete section 3 on another form, label it "continuation" and attached the continuation form to the original form.

## CHANGE OF NAME OF CHILD PROVE UP QUESTIONS TWO CHILDREN; TWO PARENTS

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.

### PETITIONERS

I am one of the Petitioners in this case and the parent of \_\_\_\_\_ (current names of child one and child two)

\_\_\_\_\_ (name of Co-Petitioner) is the other Petitioner in this case and the parent of \_\_\_\_\_. (current names of child one and child two)

No other person has a legal relationship with the children.

\_\_\_\_\_ (name of Co-Petitioner) is present here in Court today, and if [he/she] (select one) were to testify, [his/her] (select one) answers would be substantially the same as mine.

### CHILD ONE

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

(Select one.)

☐ No other court has continuing exclusive jurisdiction of this suit or of \_\_\_\_\_ (name of Child One), the child who is subject to this suit.

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

☐ This court is the court of continuing exclusive jurisdiction as result of prior proceedings involving \_\_\_\_\_ (name of Child One).

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

The reason for this requested name change is:

(*State reason*)

---

---

---

---

---

**REGISTRATION REQUIREMENTS FOR CHILD ONE**

\_\_\_\_\_ (*Name of Child One.*):  
(*Select one.*)

☐ is not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure.

☐ is subject to the sex offender 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 name change for child one.*) I believe that a change of my child's name is in the interest of the public.

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

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.

Respectfully submitted,

Respectfully submitted,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

State of Texas

County of Collin

SWORN to and SUBSCRIBED before me, the undersigned authority, on the \_\_\_\_  
day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

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

State of Texas

County of Collin

SWORN to and SUBSCRIBED before me, the undersigned authority, on the \_\_\_\_  
day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_.

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