# PROCEDURES FOR NAME CHANGE OF TWO MINORS Both Parents as Petitioners

#### This form packet contains these documents:

- 1. Name Change Checklist
- 2. Original Petition for Change of Name of Child
- 3. Civil Case Information Sheet
- 4. Consent (2)
- 5. Order Granting Name Change
- 6. Sample Prove Up

#### **Steps to Follow:**

- 1. Prepare the Original Petition for Change of Name of Child, keeping the basic format shown. 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. Sign the declaration on this form under penalty of perjury. (You could be criminally prosecuted for lying on this form.)
- 2. Have any of the children that are ten years of age or older sign the Consent form.
- 3. Fill out the Civil Case Information Sheet completely.
- 4. Make two additional copies of the completed Original Petition and any signed consent forms needed for your case before filing. (You do not need a copy of the civil case information sheet.)
- 5. File the Original Petition and Civil Case Information Sheet in the District Clerk's office on the first floor of the courthouse at 2100 Bloomdale Road in McKinney. If any of the children are ten years of age or older, file the child's signed Consent form(s) with the District Clerk at this time. You will be required to pay a filing fee to the Clerk at this time. The clerk will file-stamp the original and copies with the date and time, and return the copies to you. Once you have filed this paperwork with the District Clerk, you may call the court that you have been assigned to and schedule a court hearing.
- **6. Prepare the Order Granting Name Change** prior to the hearing.

**7. 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 or she 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

# CIVIL CASE INFORMATION SHEET

STYLED	CLERK USE ONLI).			(1 011 02	LEKK USE ONE		
A civil case information sheet m	e.g., John Smith v. All American Insuran ust be completed and submitted wh nent petition for modification or mo	en an orig	ginal petition or applicat	tion is filed to	initiate a new	v civil	, family law, probate, or mental
<u>_</u>	on completing case information sh	eet:	Names of parties in c	case:	Pe	erson	or entity completing sheet is:
Name:	Email:		Plaintiff(s)/Petitioner(s):		□ A: □ <i>P:</i> □ Ti	☐ Attorney for Plaintiff/Petitioner ☐ Pro Se Plaintiff/Petitioner ☐ Title IV-D Agency ☐ Other:	
Address:	Telephone:				Addi	Additional Parties in Child Support Case:	
City/State/Zip:	Fax:		Defendant(s)/Respondent(s):			Custodial Parent:  Non-Custodial Parent:	
Signature:	State Bar No:						Father:
	<del></del>		[Attach additional page as need	cessary to list all p	arties]		
2. Indicate case type, or identify	the most important issue in the ca	ase (select	t only 1):				
	Civil				j	Fami	ly Law
Contract	Injury or Damage		Real Property	Marriag	e Relationship	p	Post-judgment Actions (non-Title IV-D)
Debt/Contract Consumer/DTPA Debt/Contract Fraud/Misrepresentation Other Debt/Contract:  Foreclosure Home Equity—Expedited	☐ Assault/Battery ☐ Construction ☐ Defamation  Malpractice ☐ Accounting ☐ Legal ☐ Medical ☐ Other Professional	□ Eminent Domain/ Condemnation □ Partition □ Quiet Title □ Trespass to Try Title □ Other Property:		☐ Annulment ☐ Declare Marriage Void Divorce ☐ With Children ☐ No Children			□Enforcement □Modification—Custody □Modification—Other  Title IV-D □Enforcement/Modification □Paternity □Reciprocals (UIFSA) □Support Order
Other Foreclosure Franchise	Liability:	Re	elated to Criminal				
☐Insurance ☐Landlord/Tenant ☐Non-Competition ☐Partnership ☐Other Contract:		□Jud □Noi □Sei: □Wri	Matters Dunction Igment Nisi In-Disclosure Igure/Forfeiture It of Habeas Corpus— Indictment Indictment	☐Enforc  Judgm ☐Habeas ☐Name ☐Protect	s Corpus Change tive Order val of Disabilit tority	ies	Parent-Child Relationship  Adoption/Adoption with Termination Child Protection Child Support Custody or Visitation Gestational Parenting Grandparent Access Parentage/Paternity Termination of Parental
Employment	Other	· Civil					Rights
☐ Discrimination ☐ Retaliation ☐ Termination ☐ Workers' Compensation ☐ Other Employment:		□Per □Sec □Tor	wyer Discipline petuate Testimony urities/Stock tious Interference her:				Other Parent-Child:
Tax		-	Probate & M	ental Health	h	<u> </u>	
Tax Appraisal Tax Delinquency Other Tax	Probate/Wills/Intestate Administration       □Guardianship—Adult         □Dependent Administration       □Guardianship—Minor         □Independent Administration       □Mental Health         □Other Estate Proceedings       □Other:						
	, if applicable (may select more the						
Appeal from Municipal or Jus Arbitration-related Attachment Bill of Review Certiorari Class Action	Tustice Court  □ Declaratory Judgment □ Garnishment □ Interpleader □ License □ Mandamus □ Prejudgment Remedy □ Protective Order □ Receiver □ Sequestration □ Temporary Restraining Order/Injunction □ Turnover						
4. Indicate damages sought (do not select if it is a family law case):  Less than \$100,000, including damages of any kind, penalties, costs, expenses, pre-judgment interest, and attorney fees							
Less than \$100,000 and non-n Over \$100,000 but not more t Over \$200,000 but not more tl Over \$1,000,000	nonetary relief han \$200,000	-, -F	, i · j · j				

NO		
IN THE INTEREST OF	§	IN THE DISTRICT COURT
AND	<b>§</b> <b>§</b>	JUDICIAL DISTRICT
	§ §	
CHILDREN	<b>§</b> §	COLLIN COUNTY, TEXAS
ORIGINAL PETITION	FOR CHA	ANGE OF NAME OF CHILD
1. Discovery		
Discovery in this case, if needed,	is intende	d to be conducted under Level 2 of Rule 190
of the Texas Rules of Civil Procedure.		
2. Objection to Associate Judge		
Petitioners [object/do not object]	(select one	e) to the assignment of this matter to an
associate judge for a trial on the merits of	r presiding	at a jury trial.
3. Petitioners		
This suit is brought by		(name of Petitioner One)
and(	name of P	etitioner Two) Petitioners, who are the parents
of		(name of Child One) and
		(name of Child Two).
(Select any of the following that of	apply to Pe	titioner One by placing a check mark and
filling in the required information)		
	(n	name of Petitioner One) Petitioner's driver's
license number is XXXXX	·	
		(name of Petitioner One) has not been issued a
driver's license.		

	's (name of Petitioner One) Social Security
number is XXX-XX – X	
	(name of Petitioner One) has not been issued
a Social Security number.	
(Select any of the following the	hat apply to Petitioner Two by placing a check mark and
filling in the required information)	
	(name of Petitioner Two) driver's license
number is XXXXX	
	(name of Petitioner Two) has not been issued
a driver's license.	
	's (name of Petitioner Two) Social Security
number is XXX-XX – X	·
	(name of Petitioner Two) has not been issued
a Social Security number.	
No other person has a legal relations	hip with the children.
4. Children	
4.1. Child One.	
	(present name of Child One) is a minor and
resides in Collin County, Texas	's (Child One's) present
full legal name, home address, and S	ocial Security number are:
Name:	
Home Address:	
Social Security number: XXX-XX -	- X

(na	ame of Child One) was born on
	nonth, date, year) in
(City, State, C	Country).
(Select any of the following that apply by	y placing a check mark and filling in the required
information)	
	(name of Child One) is not subject to the
continuing exclusive jurisdiction of any court.	
	(name of Child One) is subject to the
continuing exclusive jurisdiction of the	Court of
Cou	unty, Texas.
☐ This court is the court of continu	ing exclusive jurisdiction as result of prior
proceedings involving (name o	f Child One).
(name of	f Child One):
(Select one.)	
$\Box$ is not subject to the sex offender regis	stration requirements of chapter 62 of the Texas
Code of Criminal Procedure.	
$\Box$ is subject to the sex offender registration	ion requirements of chapter 62 of the Texas Code
of Criminal Procedure. Attached to this Petition	is proof that the child has notified the
appropriate local law enforcement of the propos	ed name change. The proposed name change is
in the interest of the public.	

### 4.2. Child Two.

	(present name of Child Two) is a minor and
resides in Collin County, Texa	s's (Child Two's) present
full legal name, home address	and Social Security number are:
Name:	
Home Address:	
Social Security number: XXX	-XX - X
	(name of Child Two) was born on
	, (month, date, year) in
	(City, State, Country).
(Select any of the follo	ving that apply by placing a check mark and filling in the required
information)	
	(name of Child Two) is not subject to the
continuing exclusive jurisdicti	on of any court.
	(name of Child Two) is subject to the
continuing exclusive jurisdicti	on of the Court of
	County, Texas.
☐ This court is the court	of continuing exclusive jurisdiction as result of prior proceedings
involving	_ (name of Child Two).
	(name of Child Two):
(Select one.)	
☐ is not subject to the	ex offender registration requirements of chapter 62 of the Texas
Code of Criminal Procedure.	

$\hfill\Box$ is subject to the sex offender registration requirements of chapter 62 of the	Texas Code
of Criminal Procedure. Attached to this Petition is proof that the child has notified the	e
appropriate local law enforcement of the proposed name change. The proposed name	change is
in the interest of the public.	
5. Request for Change of Name	
Petitioners request the Court to grant a change of	
's (Child One's present name	) name to
(Child One's requested name).	
Petitioners request the Court to grant a change of	
's (Child Two's present name	ne) name to
(Child Two's requested name).	
The reason for the requested name change for the children is: (state reason)	
The name change is in the best interest of the child(ren).	
(Select which of the following statements apply to each child by placing a che	ck mark
and attaching the required information)	
6. Consent for Change of Name	
☐ 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.	

# 7. Relief

Petitioners pray that the Court grant Petitioners' Petition for Change of Name of Child. Petitioners pray for general relief.

Respectfully submitted,
Petitioner, Pro Se (Signature)
[Typed or printed name]
[Address & telephone number]
[Email address]
Petitioner, Pro Se (Signature)
[Typed or printed name]
[Address & telephone number]
[Email address]

### PETITIONER ONE'S UNSWORN DECLARATION

	(First)	(Middle)	(Last)	
my date of birth is	//	, and my address i	s	(Street),
(City).	, (Sta	ate),(Zip Cod	(Coa	untry).
I declare under pena	ılty of perj	ury that all of the ir	iformation in this	Petition is true and
correct.				
Signed and executed i	in	County, State of	, on the	day of
(Month), (Year	).			

### PETITIONER TWO'S UNSWORN DECLARATION

My name is:				
	(First)	(Middle)	(Last)	
my date of birth is		_, and my address	is	(Street),
(City).	, (Sta	te), (Zip Cod	de), and((	Country).
I declare under pena	ılty of perju	ıry that all of the i	nformation in th	nis Petition is true and
correct.				
Signed and executed i	in	County, State of	, on the _	day of
(Month), (Year	·).			
		Declaran	t´´	

NO	
IN THE INTEREST OF	§ IN THE DISTRICT COURT
AND	§JUDICIAL DISTRICT § §
CHILDREN ,	§ COLLIN COUNTY, TEXAS
	CONSENT
(To be completed o	only if child is ten years of age or older.)
	CHILD ONE
Ι,	[name of Child One], am
[number] years of age. I consent to the ch	ange of my name to:
	[specify full requested
name], as requested in the Petition to which	ch this consent is attached.
	[Date Signed]
	[Signature of Child One]
	[Typed or Printed Present Name of Child One]

NO		
IN THE INTEREST OF	§ 8	IN THE DISTRICT COURT
AN	\$ \$ D \$ \$ \$	JUDICIAL DISTRICT
CHILDREN ,	§ §	COLLIN COUNTY, TEXAS
	CONSI	ENT
(To be comp	leted only if ch	ild is ten years of age or older.)
	CHILD '	ГWО
Ι,		[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 t	o which this co	onsent is attached.
		[Date Signed]
		[Signature of Child Two]
		Typed or Printed Present Name of Child Two]

	NO.			
IN T	HE INTEREST OF		§ 8	IN THE DISTRICT COURT
		_ AND	§ § §	JUDICIAL DISTRICT
CHI	LDREN	,	\$ \$	COLLIN COUNTY, TEXAS
	ORDER GRA	ANTING CH	ANGE	OF NAME OF CHILD
On _		, 2	0	the Court heard the Petition for Change
of Na	ame of Child of			(name of Petitioner One) and
		(name	of Petit	ioner Two).
Petiti	ioners appeared in person	n.		
(Cho	ose all that apply)			
	The making of a record o	f testimony w	vas waiv	ed by the parties and with the consent
of Co	ourt.			
$\Box\Box$	The record of testimony v	was duly repo	orted by	the court reporter designated by this
Cour	t.			
	The Court finds:			
1.	This Court has jurisdi	ction over the	e subject	matter and the parties in this case.
2.	All persons entitled to	citation were	e proper	ly cited.
3.	Petitioners are the par	ents 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	<del>.</del>
7	(Child One) was a resident of Collin County,
Texas at the time the Petitio	on for Change of Name of Child was filed.
8. 🗆 🗆	(Child One) is subject to the sex offender
registration requirements of	chapter 62 of the Texas Code of Criminal Procedure and the
person petitioning on behal	f 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. The proposed name	e change of(Child One) is in the
interest of the public.	
	(Child One) is not subject to the sex offender
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,
Texas at the time the Petitic	on for Change of Name of Child was filed.
12. 🗆 🗆	(Child Two) is subject to the sex offender
registration requirements of	chapter 62 of the Texas Code of Criminal Procedure and the
person petitioning on behal	f of the child has provided the court with proof that the child

has notified the appropriate local law enforcement at	uthority of the proposed	name
change. The proposed name change of	(Child Two) is in the interest	
of the public.		
□ □(Child Two)	is not subject to the sex	offender
registration requirements of chapter 62 of the Texas	Code of Criminal Proce	edure.
13. The change of name requested for		_(Child One
is in the best interest of	(Child One).	
14. The change of name requested for		_(Child Two
is in the best interest of(Child Two)		
(Select if applicable by placing	g a check mark)	
15. 🗆(0	Child One) has consente	d in writing
to the change of name.		
16. 🗆(0	Child Two) has consente	d in writing
to the change of name.		
IT IS ORDERED that		hild One's
present name) name is changed from		Child One's
present name) to	(new	requested
name of Child One.)		
IT IS ORDERED that	''s (C	hild Two's
present name) name is changed from	(0	Child Two's
present name) to		requested
name of Child Two).		

II IS ORDERED that all relief requ	uested in this case and not expressly granted is
denied.	
SIGNED on	, 20
	WID OF PREGIDING
	JUDGE PRESIDING

# 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 (numb children) children.	
PETITIONERS	
I am one of the Petitioners in this case and the parent of (current names of child one an	nd
child two)	
(name of Co-Petitioner) is the other Petitioner	r in this
case and the parent of (curren names of child one and child two)	t
No other person has a legal relationship with the children.	
(name of Co-Petitioner) is present here in Cottoday, and if [he/she] (select one) were to testify, [his/her] (select one) answers wo substantially the same as mine.	
CHILD ONE	
(present name of child one) is a [male/female] (sone) 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 c Consent for Name Change which was filed with the Petition for Change of Name a 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 subjection.	
this suit.  \[ \square \text{(name of Child One)} \] is subjection.	ect to
the continuing exclusive jurisdiction of the Court of County, Texas.	
☐ This court is the court of continuing exclusive jurisdiction as reprior proceedings involving (name of Child One).	esult of

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	n)
REGISTRATION REQUIREMENTS FOR CHILD	ONE
(Name of C	Child One.):
(Select one.)	
is not subject to the sex offender reg the Texas Code of Criminal Procedure.	gistration requirements of chapter 62 of
is subject to the sex offender registre Texas Code of Criminal Procedure, and as Petition (number), I offer	ration requirements of chapter 62 of the ner's Exhibit #(proof
that the appropriate local law enforcement author, name change for child one.) I believe that a change of the public.	ity has been notified of the proposed
I believe that a change of my child's name is in the	e best interest of my child.
I ask the Court to grant my child a name change from(	present full name of child one) to
CHILD TWO	
Repeat the steps that were used for Child One for e	each subsequent child.
That is all I have, Your Honor.	
Give the judge your prepared Order Granting Nam	e Change.