

---

## PROCEDURES FOR NAME CHANGE OF FAMILY Both Parents as Petitioners

This form packet contains these documents:

1. Name Change Checklist
2. Original Petition for Change of Name of Family
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 Family**, keeping the basic format shown. You may use this form as a “fill in the blank” if it fits your set of circumstances. Otherwise, you should re-type or re-write the Petition, including the information that applies to your personal set of circumstances; leave out that which does not. 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 forms.
- 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 forms 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.
  
- 6. You will be required to get fingerprints taken and sent to the Texas Department of Public Safety (DPS) for a background check.** Information on how to do this is attached. After the fingerprint cards have been sent to DPS, wait 6 weeks, then call the District Clerk’s office to see if the cards are in your file. If so, ask the clerk when you can come to see the judge and finish up your case.
  
- 7. Prepare the Order Granting Name Change** prior to the hearing.

**8. 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**



**TEXAS DEPARTMENT OF PUBLIC SAFETY  
CRIME RECORDS SERVICE  
Access & Dissemination Bureau**



**SUBMISSION OF FINGERPRINT CARDS TO DPS/FBI FOR LEGAL NAME CHANGE**

The Texas Family Code, Section 45.102, requires that each petition include a legible and complete set of the petitioner's fingerprints on a fingerprint card format acceptable to the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI).

**WHERE TO GET FINGERPRINTS TAKEN:** The petitioner may call 1-888-467-2080 to schedule an appointment to be fingerprinted at a "Print and Go" FAST location or access the website at [www.identogo.com](http://www.identogo.com) and select **Option B – Fingerprint Cards**. Fingerprints cannot be transmitted to DPS electronically. The fee for this fingerprinting service is \$20.00, includes two fingerprint cards. Petitioner must submit both fingerprint cards and all required information to DPS by mail.

**FEES:** Under the authority of Chapter 411.088, Texas Government Code, DPS charges a \$15.00 fee and the FBI a \$12.00 fee for processing State and Federal background checks. A cashier's check, certified check, personal check or money order made payable to Texas DPS in the amount of \$27.00 must be attached to the fingerprint cards, along with a copy of the court petition.

**INFORMATION ON THE CARDS:** All cards submitted to DPS by mail must include a complete set of legible fingerprints and the following information about the petitioner and court being petitioned:

- Full Printed Current Legal Name
- Race
- Signature (Must match Current Legal Name)
- Petitioner's Mailing Address
- District Court Name/Number and City (in the ORI field)
- District Court Originating Agency Number (in the ORI field)
- Reason Fingerprinted (Legal Name Change - Family Code Section 45.001)
- Sex
- Date of Birth
- Social Security Number
- Cause/Case Number (in the OCA field)
- Driver License Number (in the MNU field)

**A copy of the petition MUST be attached to the fingerprint cards.**

**WHERE TO SEND COMPLETED CARDS:**

Mail completed fingerprint cards and payment:  
Texas Department of Public Safety  
Central Cash Receiving  
P. O. Box 15999  
Austin, Texas 78761-5999

**WHERE RESPONSES WILL BE SENT:** Responses, other than rejects, will be sent from DPS directly to the court.

**QUESTIONS:** For questions, call the Criminal History Inquiry Unit at (512) 424-5079, Option 3.

Please be advised that extreme care should be taken in following the directions above to alleviate any delay in processing the request.

# CIVIL CASE INFORMATION SHEET

CAUSE NUMBER (FOR CLERK USE ONLY): \_\_\_\_\_ COURT (FOR CLERK USE ONLY): \_\_\_\_\_

STYLED \_\_\_\_\_

(e.g., John Smith v. All American Insurance Co; In re Mary Ann Jones; In the Matter of the Estate of George Jackson)

A civil case information sheet must be completed and submitted when an original petition or application is filed to initiate a new civil, family law, probate, or mental health case or when a post-judgment petition for modification or motion for enforcement is filed in a family law case. The information should be the best available at the time of filing.

<b>1. Contact information for person completing case information sheet:</b> Name: _____ Email: _____ Address: _____ Telephone: _____ City/State/Zip: _____ Fax: _____ Signature: _____ State Bar No: _____	<b>Names of parties in case:</b> Plaintiff(s)/Petitioner(s): _____ Defendant(s)/Respondent(s): _____	<b>Person or entity completing sheet is:</b> <input type="checkbox"/> Attorney for Plaintiff/Petitioner <input type="checkbox"/> Pro Se Plaintiff/Petitioner <input type="checkbox"/> Title IV-D Agency <input type="checkbox"/> Other: _____
		Additional Parties in Child Support Case: Custodial Parent: _____ Non-Custodial Parent: _____ Presumed Father: _____

(Attach additional page as necessary to list all parties)

**2. Indicate case type, or identify the most important issue in the case (select only 1):**

Civil		Family Law		
<b>Contract</b> <input type="checkbox"/> Debt/Contract <input type="checkbox"/> Consumer/DTPA <input type="checkbox"/> Debt/Contract <input type="checkbox"/> Fraud/Misrepresentation <input type="checkbox"/> Other Debt/Contract: <input type="checkbox"/> Foreclosure <input type="checkbox"/> Home Equity—Expedited <input type="checkbox"/> Other Foreclosure <input type="checkbox"/> Franchise <input type="checkbox"/> Insurance <input type="checkbox"/> Landlord/Tenant <input type="checkbox"/> Non-Competition <input type="checkbox"/> Partnership <input type="checkbox"/> Other Contract:	<b>Injury or Damage</b> <input type="checkbox"/> Assault/Battery <input type="checkbox"/> Construction <input type="checkbox"/> Defamation <b>Malpractice</b> <input type="checkbox"/> Accounting <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Other Professional Liability: <input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Premises <b>Product Liability</b> <input type="checkbox"/> Asbestos/Silica <input type="checkbox"/> Other Product Liability List Product: <input type="checkbox"/> Other Injury or Damage:	<b>Real Property</b> <input type="checkbox"/> Eminent Domain/Condemnation <input type="checkbox"/> Partition <input type="checkbox"/> Quiet Title <input type="checkbox"/> Trespass to Try Title <input type="checkbox"/> Other Property: <b>Related to Criminal Matters</b> <input type="checkbox"/> Expiration <input type="checkbox"/> Judgment Nisi <input type="checkbox"/> Non-Disclosure <input type="checkbox"/> Seizure/Forfeiture <input type="checkbox"/> Writ of Habeas Corpus—Pre-indictment <input type="checkbox"/> Other:	<b>Marriage Relationship</b> <input type="checkbox"/> Annulment <input type="checkbox"/> Declare Marriage Void <b>Divorce</b> <input type="checkbox"/> With Children <input type="checkbox"/> No Children <b>Other Family Law</b> <input type="checkbox"/> Enforce Foreign Judgment <input type="checkbox"/> Habeas Corpus <input type="checkbox"/> Name Change <input type="checkbox"/> Protective Order <input type="checkbox"/> Removal of Disabilities of Minority <input type="checkbox"/> Other:	<b>Post-judgment Actions (non-Title IV-D)</b> <input type="checkbox"/> Enforcement <input type="checkbox"/> Modification—Custody <input type="checkbox"/> Modification—Other <b>Title IV-D</b> <input type="checkbox"/> Enforcement/Modification <input type="checkbox"/> Paternity <input type="checkbox"/> Reciprocals (UIFSA) <input type="checkbox"/> Support Order <b>Parent-Child Relationship</b> <input type="checkbox"/> Adoption/Adoption with Termination <input type="checkbox"/> Child Protection <input type="checkbox"/> Child Support <input type="checkbox"/> Custody or Visitation <input type="checkbox"/> Gestational Parenting <input type="checkbox"/> Grandparent Access <input type="checkbox"/> Parentage/Paternity <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Other Parent-Child:
<b>Employment</b> <input type="checkbox"/> Discrimination <input type="checkbox"/> Retaliation <input type="checkbox"/> Termination <input type="checkbox"/> Workers' Compensation <input type="checkbox"/> Other Employment:	<b>Other Civil</b> <input type="checkbox"/> Administrative Appeal <input type="checkbox"/> Antitrust/Unfair Competition <input type="checkbox"/> Code Violations <input type="checkbox"/> Foreign Judgment <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Lawyer Discipline <input type="checkbox"/> Perpetuate Testimony <input type="checkbox"/> Securities/Stock <input type="checkbox"/> Tortious Interference <input type="checkbox"/> Other:			
<b>Tax</b> <input type="checkbox"/> Tax Appraisal <input type="checkbox"/> Tax Delinquency <input type="checkbox"/> Other Tax	<b>Probate &amp; Mental Health</b> <b>Probate/Wills/Intestate Administration</b> <input type="checkbox"/> Dependent Administration <input type="checkbox"/> Independent Administration <input type="checkbox"/> Other Estate Proceedings <input type="checkbox"/> Guardianship—Adult <input type="checkbox"/> Guardianship—Minor <input type="checkbox"/> Mental Health <input type="checkbox"/> Other:			

**3. Indicate procedure or remedy, if applicable (may select more than 1):**

<input type="checkbox"/> Appeal from Municipal or Justice Court <input type="checkbox"/> Arbitration-related <input type="checkbox"/> Attachment <input type="checkbox"/> Bill of Review <input type="checkbox"/> Certiorari <input type="checkbox"/> Class Action	<input type="checkbox"/> Declaratory Judgment <input type="checkbox"/> Garnishment <input type="checkbox"/> Interpleader <input type="checkbox"/> License <input type="checkbox"/> Mandamus <input type="checkbox"/> Post-judgment	<input type="checkbox"/> Prejudgment Remedy <input type="checkbox"/> Protective Order <input type="checkbox"/> Receiver <input type="checkbox"/> Sequestration <input type="checkbox"/> Temporary Restraining Order/Injunction <input type="checkbox"/> 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-monetary relief  
 Over \$100,000 but not more than \$200,000  
 Over \$200,000 but not more than \$1,000,000  
 Over \$1,000,000

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

IN RE

AND

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
CHILDREN

§  
§  
§  
§  
§  
§

IN THE DISTRICT COURT

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

COLLIN COUNTY, TEXAS

**ORIGINAL PETITION FOR CHANGE OF NAME OF FAMILY  
(TWO ADULTS AND CHILDREN)**

**1. Discovery**

Discovery in this case, if needed, is intended to be conducted under Level 2 of Rule 190 of the Texas Rules of Civil Procedure.

**2. Parties**

This suit is brought by \_\_\_\_\_ (*present name of  
Petitioner One*) and \_\_\_\_\_ (*present name of Petitioner Two*)  
Petitioners, who reside at

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(city) (county) County, Texas. (address)*

Petitioners are adults. In accordance with section 45.102 of the Texas Family Code, the following information is supplied about Petitioners:

***Petitioner One***

Full present name: \_\_\_\_\_

Sex:  Male  Female (*select one*)

Race: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_ (*date*)

\_\_\_\_\_  
*(place of birth)*

Driver's license number and state of issuance of any license issued within the past ten years:

None (*select if you have not had a driver's license issued within the last 10 years*)

DL# XXXXX \_\_\_\_\_ (*driver's license number*)

State \_\_\_\_\_ (*issuing state*)

DL# XXXXX \_\_\_\_\_ (*driver's license number*)

State \_\_\_\_\_ (*issuing state*)

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

FBI or SID number, if known, or other reference number to a criminal-history record system:

None (*select if you have not ever had an FBI, SID or other identifying number in the criminal records system*).

Petitioner's FBI number is \_\_\_\_\_. Petitioner's SID number is \_\_\_\_\_.  
\_\_\_\_\_. Petitioner's \_\_\_\_\_ (*any other criminal record ID number*) number is \_\_\_\_\_.

Petitioner is the parent of \_\_\_\_\_ (*present name of Child One*) and \_\_\_\_\_ (*present name of Child Two*)

***Petitioner Two***

Full present name: \_\_\_\_\_

Sex:  Male  Female (*select one*)

Race: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_ (*date*)

\_\_\_\_\_ (*place of birth*)

Driver's license number and state of issuance of any license issued within the past ten years:

None (*select if you have not had a driver's license issued within the last 10 years*)

DL# XXXXX \_\_\_\_\_ (driver's license number)

State \_\_\_\_\_ (issuing state)

DL# XXXXX \_\_\_\_\_ (driver's license number)

State \_\_\_\_\_ (issuing state)

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

FBI or SID number, if known, or other reference number to a criminal-history record system:

None (select if you have not ever had an FBI, SID or other identifying number in the criminal records system).

Petitioner's FBI number is \_\_\_\_\_. Petitioner's SID number is \_\_\_\_\_.  
\_\_\_\_\_. Petitioner's \_\_\_\_\_ (any other criminal record ID number) number is \_\_\_\_\_.

Petitioner is the parent (select one or both) of  
\_\_\_\_\_ (name of Child One) and  
\_\_\_\_\_. (name of Child Two)

No other person has a legal relationship with the children.

**3. Children**

**3.1. 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 Social Security number are:

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

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

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

\_\_\_\_\_ (name of Child One) was born on  
\_\_\_\_\_, \_\_\_\_\_ (month, date, year) in  
\_\_\_\_\_ (City, State, Country).

(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 exclusive jurisdiction of any court.

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

This court is the court of continuing exclusive jurisdiction as result of prior proceedings involving \_\_\_\_\_ (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. Attached to this Petition is proof that the child has notified the appropriate local law enforcement of the proposed name change. The proposed name change is in the interest of the public.



**3.2. Child Two.**

\_\_\_\_\_ (present name of Child Two) is a minor and resides in Collin County, Texas. \_\_\_\_\_'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 following that apply by placing a check mark and filling in the required information)*

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

\_\_\_\_\_ (name of Child Two) 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 Two).

\_\_\_\_\_ (name of Child Two):

*(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. Attached to this Petition is proof that the child has notified the appropriate local law enforcement of the proposed name change. The proposed name change is in the interest of the public.

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

**4. Criminal History of Petitioner, \_\_\_\_\_ (name of Petitioner One)**

None. No offense has been charged against Petitioner above the grade of class C misdemeanor. *(or)*

The following offense[s] [has/have] *(select one)* been charged against Petitioner above the grade of class C misdemeanor: *(select one)*

Offense: \_\_\_\_\_

Case number: \_\_\_\_\_

Court of offense: \_\_\_\_\_

Petitioner has not been the subject of a final felony conviction. *(or)*

Petitioner has been the subject of a final felony conviction. *(select one)*

Petitioner has been convicted of the following felony offense(s):

Felony Offense: \_\_\_\_\_

Case number: \_\_\_\_\_

Court of offense: \_\_\_\_\_

Petitioner *(select one)*:

was discharged from prison with a date of the receipt of discharge at least two years ago

- completed community supervision with a date of completion at least two years ago
- completed juvenile probation at least two years ago (*or*)
- was pardoned

for this felony on \_\_\_\_\_. (*date*)

Attached as Exhibit \_\_\_\_\_ is a true and correct copy of the (*select one*):

- certificate of discharge
- certificate of completion of community supervision
- certificate of completion of juvenile probation (*or*)
- pardon.

(*Select one.*)

- Petitioner is not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure.
- Petitioner is subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure. Attached to this Petition as Exhibit \_\_\_\_ is proof that the Petitioner has notified the appropriate local law enforcement of the proposed name change.

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

**5. Fingerprints of Petitioner \_\_\_\_\_ (*name of Petitioner One*)**

- Attached as Exhibit \_\_\_\_\_ is a legible and complete set of Petitioner's fingerprints on a fingerprint card format acceptable to the Texas Department of Public Safety and the Federal Bureau of Investigation.

Petitioner will submit a legible and complete set of Petitioner's fingerprints on a fingerprint card format acceptable to the Texas Department of Public Safety and the Federal Bureau of Investigation prior to the final hearing.

**6. Requested Name Change of Petitioner** \_\_\_\_\_ *(present name of Petitioner One)*

Petitioner requests the Court to grant a change of Petitioner's current legal name to

\_\_\_\_\_ *(full requested name)*.

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

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

The proposed name change is in the interest or to the benefit of the petitioner

\_\_\_\_\_ *(present name of Petitioner One)* and is in the interest of the public.

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

**7. Criminal History of Petitioner,** \_\_\_\_\_ *(present name of Petitioner Two)*

None. No offense has been charged against Petitioner above the grade of class C misdemeanor. *(or)*

The following offense[s] [has/have] *(select one)* been charged against Petitioner above the grade of class C misdemeanor: *(select one)*

Offense: \_\_\_\_\_

Case number: \_\_\_\_\_

Court of offense: \_\_\_\_\_

- Petitioner has not been the subject of a final felony conviction. *(or)*
- Petitioner has been the subject of a final felony conviction. *(select one)*

Petitioner has been convicted of the following felony offense(s):

Felony Offense: \_\_\_\_\_

Case number: \_\_\_\_\_

Court of offense: \_\_\_\_\_

Petitioner *(select one)*:

- was discharged from prison with a date of receipt of discharge at least two years ago
- completed community supervision with a date of completion at least two years ago
- completed juvenile probation at least two years ago *(or)*
- was pardoned

for this felony on \_\_\_\_\_. *(date)*

Attached as Exhibit \_\_\_\_\_ is a true and correct copy of the *(select one)*:

- certificate of discharge
- certificate of completion of community supervision
- certificate of completion of juvenile probation *(or)*
- pardon.

*(Select one.)*

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

Petitioner is subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure. Attached to this Petition as Exhibit \_\_\_ is proof that the Petitioner has notified the appropriate local law enforcement of the proposed name change.

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

**8. Fingerprints of Petitioner \_\_\_\_\_ (name of Petitioner Two)**

Attached as Exhibit \_\_\_\_\_ is a legible and complete set of Petitioner's fingerprints on a fingerprint card format acceptable to the Texas Department of Public Safety and the Federal Bureau of Investigation.

Petitioner will submit a legible and complete set of Petitioner's fingerprints on a fingerprint card format acceptable to the Texas Department of Public Safety and the Federal Bureau of Investigation prior to the final hearing.

**9. Requested Name Change of Petitioner \_\_\_\_\_ (present name of Petitioner Two)**

Petitioner requests the Court to grant a change of Petitioner's current legal name to \_\_\_\_\_ *(full requested name)*.

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

---

---

---

\_\_\_\_\_. The proposed name change is in the interest or to the benefit of the petitioner \_\_\_\_\_ (*present name of Petitioner One*) and is in the interest of the public.

**10. Requested Name Change of Children**

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

The reason for the requested 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's consent by placing a check mark and attaching the required information)*

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

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

**11. Prayer**

Petitioners pray that the Court grant Petitioners' Petition for Change of Name of Adults and Children.

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**

My name is:

\_\_\_\_\_ (First) (Middle) (Last)

my date of birth is \_\_\_ / \_\_\_ / \_\_\_, and my address is \_\_\_\_\_ (Street),  
\_\_\_\_\_ (City), \_\_\_\_\_ (State), \_\_\_\_\_ (Zip Code), and \_\_\_\_\_ (Country).

**I declare under penalty of perjury that all of the information in this Petition is true and correct.**

Signed and executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ (Month), \_\_\_\_\_ (Year).

\_\_\_\_\_  
Declarant"

**PETITIONER TWO'S UNSWORN DECLARATION**

My name is:

\_\_\_\_\_ (First) (Middle) (Last)

my date of birth is \_\_\_ / \_\_\_ / \_\_\_, and my address is \_\_\_\_\_ (Street),  
\_\_\_\_\_ (City), \_\_\_\_\_ (State), \_\_\_\_\_ (Zip Code), and \_\_\_\_\_ (Country).

**I declare under penalty of perjury that all of the information in this Petition is true and correct.**

Signed and executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ (Month), \_\_\_\_\_ (Year).

\_\_\_\_\_  
Declarant"

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

IN THE INTEREST OF

\_\_\_\_\_ AND

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

§  
§  
§  
§  
§  
§

IN THE DISTRICT COURT

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

COLLIN COUNTY, TEXAS

**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.

\_\_\_\_\_  
[Date Signed]

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

\_\_\_\_\_  
[Typed or Printed Present Name of Child One]

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

IN THE INTEREST OF

\_\_\_\_\_ AND

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

§  
§  
§  
§  
§  
§

IN THE DISTRICT COURT

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

COLLIN COUNTY, TEXAS

**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.

\_\_\_\_\_  
[Date Signed]

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

\_\_\_\_\_  
[Typed or Printed Present Name of Child One]

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

IN THE INTEREST OF

\_\_\_\_\_ AND

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

§  
§  
§  
§  
§  
§

IN THE DISTRICT COURT

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

COLLIN COUNTY, TEXAS

**ORDER GRANTING CHANGE OF NAME OF FAMILY  
(TWO ADULTS AND CHILDREN)**

On \_\_\_\_\_, 20\_\_\_\_ the Court heard Petitioner's Petition  
for Change of Name of Family (One Adult and Children).

*Appearances*

Petitioner, \_\_\_\_\_, (*name of Petitioner One*) appeared in person and  
announced ready for trial.

Petitioner, \_\_\_\_\_, (*name of Petitioner Two*) appeared in person and  
announced ready for trial.

*Record*

The record of testimony was duly reported by the court reporter designated by this Court.

*Jurisdiction*

The Court finds that it has jurisdiction over the subject matter and the parties in this case.  
All persons entitled to citation were properly cited. Additionally the Court finds that at the time  
the suit was filed, the Petitioners and children resided in Collin County, Texas.

*Findings of Petitioner* \_\_\_\_\_ (*Petitioner One*)

The Court finds:

1. Petitioner is an adult.
2. Petitioner's full present name is \_\_\_\_\_.

3. Petitioner's sex is Male/Female. *(select one)*
4. Petitioner's race is \_\_\_\_\_.
5. Petitioner was born on \_\_\_\_\_ *(date)* in \_\_\_\_\_, \_\_\_\_\_, County, \_\_\_\_\_.

6. Driver's License. *(Select any of the following that apply to Petitioner One's driver's license by placing a check mark)*

- Petitioner's \_\_\_\_\_ *(Petitioner One)* driver's license number and state of any license issued within the past ten years is:

DL# XXXXX \_\_\_\_\_ *(driver's license number)*

State \_\_\_\_\_ *(issuing state)*

DL# XXXXX \_\_\_\_\_ *(driver's license number)*

State \_\_\_\_\_ *(issuing state)* *(or)*

- Petitioner has not been issued a driver's license in the last ten years.

7. Petitioner's \_\_\_\_\_ *(Petitioner One)* Social Security number is: XXX-XX-X \_\_\_\_\_.

8. Criminal Record Identification Numbers. *(Select any of the following that apply to Petitioner One by placing a check mark)*

Petitioner's FBI number is \_\_\_\_\_.

Petitioner's SID number is \_\_\_\_\_.

Petitioner's \_\_\_\_\_ *(any other criminal record ID number)* number is \_\_\_\_\_.

- Petitioner has no FBI, SID, or other criminal record identification number.

9. Class C Misdemeanor. *(Select any of the following that apply to Class C Misdemeanor by placing a check mark.)*

No offense has been charged against Petitioner \_\_\_\_\_  
*(Petitioner One)* above the grade of class C misdemeanor. *(or)*

The following offense[s] [has/have] *(select one)* been charged against Petitioner  
\_\_\_\_\_ *(Petitioner One)* above the grade of class C

misdemeanor. The case number and the court of offense for [the/each] *(select one)* offense for which a warrant was issued or a charging instrument was filed or presented are as follows:

Offense: \_\_\_\_\_

Case number: \_\_\_\_\_

Court of offense: \_\_\_\_\_

Offense: \_\_\_\_\_

Case number: \_\_\_\_\_

Court of offense: \_\_\_\_\_

10. Felony Conviction. *(Select any of the following that apply to a felony conviction by placing a check mark)*  Petitioner \_\_\_\_\_ *(Petitioner One)*

has not been finally convicted of a felony and is not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure. *(or)*

Petitioner \_\_\_\_\_ *(Petitioner One)* has been finally convicted of a felony, and the requirements of section 45.103(b) of the Texas Family Code have been met, thus allowing a change of name.

11. Registration Requirements. *(Select any of the following that apply to Registration Requirements by placing a check mark)*

Petitioner \_\_\_\_\_ *(Petitioner One)* is subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure, and the requirements of section 45.103(c) of the Texas Family Code have been met, thus allowing a change of name. *(or)*

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

12. Petitioner's \_\_\_\_\_ *(Petitioner One)* change of name is in the interest or to the benefit of Petitioner and is in the interest of the public.

*Findings of Petitioner* \_\_\_\_\_ *(Petitioner Two)*

The Court finds:

13. Petitioner is an adult.

14. Petitioner's full present name is \_\_\_\_\_.

15. Petitioner's sex is Male/Female. *(select one)*

16. Petitioner's race is \_\_\_\_\_.

17. Petitioner was born on \_\_\_\_\_ *(date)* in \_\_\_\_\_, \_\_\_\_\_, County, \_\_\_\_\_.

18. Driver's License. *(Select any of the following that apply to Petitioner Two's driver's license by placing a check mark)*

Petitioner's \_\_\_\_\_ *(Petitioner Two)*

driver's license number and state of any license issued within the past ten years is:

DL# XXXXXX \_\_\_\_\_ (driver's license number)

State \_\_\_\_\_ (issuing state)

DL XXXXXX \_\_\_\_\_ (driver's license number)

State \_\_\_\_\_ (issuing state) (or)

Petitioner has not been issued a driver's license in the last ten years.

19. Petitioner's \_\_\_\_\_ (Petitioner Two)

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

20. Criminal Record Identification Numbers. (Select any of the following that apply to Petitioner Two by placing a check mark)

Petitioner's FBI number is \_\_\_\_\_.

Petitioner's SID number is \_\_\_\_\_.

Petitioner's \_\_\_\_\_ (any other criminal record ID number) number is \_\_\_\_\_.

Petitioner has no FBI, SID, or other criminal record identification number.

21. Class C Misdemeanor. (Select any of the following that apply to Class C Misdemeanor) by placing a check mark)

No offense has been charged against Petitioner \_\_\_\_\_ (Petitioner Two)

above the grade of class C misdemeanor. (or)

The following offense[s] [has/have] (select one) been charged against Petitioner \_\_\_\_\_ (Petitioner Two)



above the grade of class C misdemeanor. The case number and the court of offense for [the/each] (*select one*) offense for which a warrant was issued or a charging instrument was filed or presented are as follows:

Offense: \_\_\_\_\_

Case number: \_\_\_\_\_

Court of offense: \_\_\_\_\_

Offense: \_\_\_\_\_

Case number: \_\_\_\_\_

Court of offense: \_\_\_\_\_

22. Felony Conviction. (*Select any of the following that apply to a felony conviction by placing a check mark*)

Petitioner \_\_\_\_\_ (*Petitioner Two*)

has not been finally convicted of a felony and is not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure. (*or*)

Petitioner \_\_\_\_\_ (*Petitioner Two*)

has been finally convicted of a felony, and the requirements of section 45.103(b) of the Texas Family Code have been met, thus allowing a change of name.

23. Registration Requirements. (*Select any of the following that apply to Registration Requirements by placing a check mark*)

Petitioner \_\_\_\_\_ (*Petitioner Two*)

is subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure, and the requirements of section 45.103(c) of the Texas Family Code have been met, thus allowing a change of name. (*or*)

Petitioner \_\_\_\_\_ (*Petitioner Two*)

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

24. Petitioner's \_\_\_\_\_ (*Petitioner Two*)

change of name is in the interest or to the benefit of Petitioner and is in the interest of the public.

25. Petitioners are the parents (*select one*) of

\_\_\_\_\_ (*name of Child One*) and

\_\_\_\_\_. (*name of Child Two*)

*Findings of Children*

26. The child, \_\_\_\_\_ (*name of Child One*) was born on

\_\_\_\_\_ (*date*), and currently resides at: (*address*)

\_\_\_\_\_.

27. Registration Requirements – Child One. (*Select any of the following that apply to Registration Requirements by Child One by placing a check mark and filling in the required information*)

The child, \_\_\_\_\_ (*name of 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 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. The proposed name change of \_\_\_\_\_ (*Child One*) is in the interest of the public.

The child, \_\_\_\_\_ (*name of Child One*) is not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure.

28. Child Two. The child, \_\_\_\_\_ (*name of Child Two*) was born on \_\_\_\_\_ (*date*), and currently resides at \_\_\_\_\_.

29. Registration Requirements – Child Two. (*Select any of the following that apply to Registration Requirements by Child Two by placing a check mark and filling in the required information*)

The child, \_\_\_\_\_ (*name of 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 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. The proposed name change of \_\_\_\_\_ (*Child Two*) is in the interest of the public.

The child, \_\_\_\_\_ (*name of Child Two*) is not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure.

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

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

*(Select any of the following that apply to consent by Child One and/or Child Two by placing a check mark and filling in the required information)*

32. The child, \_\_\_\_\_ (*name of Child One*) has consented in writing to the change of name. (If ten years of age or older).

33. The child, \_\_\_\_\_ (*name of Child Two*) has consented in writing to the change of name. (If ten years of age or older).

*Relief Granted*

IT IS ORDERED that Petitioner's \_\_\_\_\_ (*Petitioner One*) name is changed from \_\_\_\_\_ (*Petitioner One's previous name*) to \_\_\_\_\_ (*Petitioner One's requested name*)

IT IS ORDERED that Petitioner's \_\_\_\_\_ (*Petitioner Two*) name is changed from \_\_\_\_\_ (*Petitioner Two's previous name*) to \_\_\_\_\_ (*Petitioner Two's requested name*)

IT IS ORDERED that \_\_\_\_\_'s (*Child One*) name is changed from \_\_\_\_\_ (*previous name of Child One*) to \_\_\_\_\_ (*new requested name of Child One*)

IT IS ORDERED that \_\_\_\_\_'s (*Child Two*) name is changed from \_\_\_\_\_ (*previous name of Child Two*) to \_\_\_\_\_ (*new requested name of Child Two*)

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

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

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

**FAMILY NAME CHANGE PROVE-UP – TWO ADULTS, TWO CHILDREN**

***(SPOKEN BY ADULT ONE)***

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

I am the Petitioner and the parent of \_\_\_\_\_. (*present names of child one and child two*)

Also appearing with me is \_\_\_\_\_ (*name of other Petitioner/parent/adult seeking name change*) who is also seeking a name change for [himself/herself] (*select one*) and is in agreement with the name change for our children.

***NAME CHANGE FOR ADULT ONE  
(SPOKEN BY ADULT ONE)***

I am an adult. My race is \_\_\_\_\_. I am a [male/female.] (*select one*)

I was born on \_\_\_\_\_ in \_\_\_\_\_, (*county*)  
\_\_\_\_\_. (*state*)

My full legal name is \_\_\_\_\_ and I live at  
\_\_\_\_\_. (*address*)

My Driver's License number ends with \_\_\_\_\_ from \_\_\_\_\_ State.

My Social Security number ends with \_\_\_\_\_.

I request that my name be changed to \_\_\_\_\_.  
(*requested full name*)

The reason for this requested name change is: (*state reason*)

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

***FELONY CONVICTION***

I have not been finally convicted of a felony OR

I have been finally convicted of a felony, and as Petitioner's Exhibit # \_\_\_\_\_ (number), I offer \_\_\_\_\_ (Petitioner's Certificate of Discharge by the Texas Department of Criminal Justice, proof of completion of community supervision or proof of pardon)

*(Select one if you have been finally convicted of a felony and are submitting a certificate of discharge, completion of community supervision, or completion of juvenile probation.)*

I was discharged from prison with a date of the receipt of discharge at least two years ago.

I completed community supervision with a date of completion at least two years ago.

I completed juvenile probation at least two years ago.

**REGISTRATION REQUIREMENTS**

I am not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure OR

I am subject to the registration requirements of chapter 62 of the Texas Code of Criminal Procedure and as Petitioner's Exhibit # \_\_\_\_\_ (number), I offer \_\_\_\_\_ (proof of notification to local law enforcement authority of the proposed name change).

I am not requesting this name change for the purpose of falsifying records, to avoid any debts, or for any other wrongful, fraudulent, or capricious act.

My requested change of name is in the interest or to the benefit of Petitioner and is in the interest of the public.

I ask the Court to grant me a name change from \_\_\_\_\_ (present full name) to \_\_\_\_\_ (requested full name)

**NAME CHANGE FOR ADULT TWO  
(SPOKEN BY ADULT TWO)**

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

I am an adult. My race is \_\_\_\_\_. I am a [male/female.] (select one)

I was born on \_\_\_\_\_ in \_\_\_\_\_, (county) \_\_\_\_\_ (state)

My full legal name is \_\_\_\_\_ and I live at \_\_\_\_\_ (address)

My Driver's License number ends with \_\_\_\_\_ from \_\_\_\_\_ State.

My Social Security number ends with \_\_\_\_\_.

I request that my name be changed to \_\_\_\_\_ (requested full name)

The reason for this requested name change is: (state reason)  
\_\_\_\_\_  
\_\_\_\_\_

**FELONY CONVICTION**

- I have not been finally convicted of a felony OR
- I have been finally convicted of a felony, and as Petitioner's Exhibit # \_\_\_\_\_

(number), I offer \_\_\_\_\_ (Petitioner's Certificate of Discharge by the Texas Department of Criminal Justice, proof of completion of community supervision or proof of pardon).

*(Select one if you have been finally convicted of a felony and are submitting a certificate of discharge, completion of community supervision, or completion of juvenile probation.)*

- I was discharged from prison with a date of the receipt of discharge at least two years ago.
- I completed community supervision with a date of completion at least two years ago.
- I completed juvenile probation at least two years ago.

**REGISTRATION REQUIREMENTS**

I am not subject to the sex offender registration requirements of chapter 62 of the Texas Code of Criminal Procedure OR

I am 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 of notification to local law enforcement authority of the proposed name change).

I am not requesting this name change for the purpose of falsifying records, to avoid any debts, or for any other wrongful, fraudulent, or capricious act.

My requested change of name is in the interest or to the benefit of Petitioner and is in the interest of the public.

I ask the Court to grant me a name change from \_\_\_\_\_ (present full name) to \_\_\_\_\_ (requested full name)



***NAME CHANGE FOR CHILD ONE  
(CAN BE SPOKEN BY EITHER ADULT ONE OR ADULT TWO)***

\_\_\_\_\_ (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 change name 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).

\_\_\_\_\_ (name of the other parent/conservator/adult seeking name change) has agreed to the requested change of name for the child and has signed the agreed order granting the change of name. If \_\_\_\_\_ (name of the other parent/conservator/adult seeking name change) were to testify today regarding the name change for our [child/children] (select one), [his/her] (select one) testimony would be substantially the same as mine.

***NAME CHANGE FOR CHILD TWO (CAN BE SPOKEN BY EITHER ADULT ONE OR ADULT 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 the change of name for family.