

Instructions for Change of Name

1. Complete the Notice of Publication and Petition for Change of Name.
2. File your Petition for Change of Name in the Circuit Clerk's Office. Your Petition has to be notarized prior to filing. The Clerk requires a filing fee of \$210.00 in cash, money order, personal check (Macoupin County financial institutions only) or credit card.* The Circuit Clerk will give you a date to appear in court to hear your Petition. This date must be at least 6 weeks after the first publication appears in the newspaper.
3. Next you have to publish your Notice of Publication in a newspaper of general circulation in Macoupin County. You should take your Notice to the newspaper. The newspaper will charge you a fee to publish your Notice. The Notice must be published for 3 consecutive weeks **after** the Petition is filed, with the first insertion at least 6 weeks before your court hearing.
4. After publication is completed, the newspaper will mail you a Certificate of Publication. Make sure to take this Certificate with you to the Court hearing.
5. After your court hearing, go to the Circuit Clerk's Office to obtain certified copies of your Order of Change of Name. There is no charge for the first certified copy and \$7.00 for each additional copy. The Clerk accepts payments in cash, money order, personal check (Macoupin County financial institutions only) or credit card.
6. If the Court grants your name change, you can change your birth certificate to your new name by: (a) If born in Illinois, mail a certified copy of the Order of Change of Name and a \$15.00 money order to: The Bureau of Vital Statistics, State of Illinois, Department of Health, Springfield, IL 62706. (b) If born outside of Illinois, contact the office which keeps the birth records for the state in which you were born for procedures and the appropriate fees.
7. If the Court grants your name change, you can change the name on your Social Security Card you must go to the nearest Social Security office and complete an application. You must bring a piece of identification, such as your old Social Security card, old birth certificate, and a certified copy of your Order of Change of Name with.

*The Clerk accepts only these credit cards: Discover, American Express, and Mastercard.

IN THE CIRCUIT COURT OF THE SEVENTH JUDICIAL CIRCUIT
MACOUPIN COUNTY, ILLINOIS
NO. _____ MR _____

In the Matter of the Petition of Change of Name of:

Change of Name to:

NOTICE OF PUBLICATION

Public notice is hereby given that on _____, 20 _____, at _____
AM/PM, in Courtroom _____, being one of the return days in the Circuit Court of Macoupin County, I
will present my Petition for Change of Name in said Court, praying for the change of my name, pursuant
to the Statute in such case made and provided.

Dated: _____, 20 _____

_____, Petitioner

Publisher: Please run this notice once a week for three (3) consecutive weeks. After publication has
been completed, please send the Certificate of Publication to me in the enclosed self-addressed
stamped envelope.

IN THE CIRCUIT COURT OF THE SEVENTH JUDICIAL CIRCUIT
MACOUPIN COUNTY, ILLINOIS

No. 20 _____ MR _____

In the Matter of the Petition of Change of Name of:

Change of Name to:

Petition for Change of Name

TO THE HONORABLE JUDGE OF THE CIRCUIT COURT:

Comes now the petitioner, without assistance of counsel, ask this Court to enter an order for change of name in compliance with 735 ILCS 5/21-101- et. seq. In support of my Petition, I state the following items are true:

1. Petitioner now bears or holds the name of _____, by which he/she has been and now is known and called, and now seeks to assume the name of _____, by which to be hereafter known and called.
2. Petitioner is a resident of the State of Illinois and the County of Macoupin in said State, and has been a resident of said state for more than 6 months past.
3. Petitioner was born in the City of _____, and State/Country of _____.
4. will publish a notice of intended application by publication in a newspaper published in Macoupin County for 3 consecutive weeks, the first insertion of which is at least 6 weeks prior to my court date, and will file the publisher's certificate of publication before the hearing.
5. Petitioner will publish a notice of intended application by publication in a newspaper of general circulation published in Macoupin County for 3 consecutive weeks, the first insertion of which is at least 6 weeks prior to my court date, and will file the publisher's certificate of publication by the hearing date.
6. Petitioner has not in any state ever been convicted of identity theft, aggravated identity theft, felony or misdemeanor criminal sexual abuse when the victim of the offense at the time of its commission was under 18 years of age, felony or misdemeanor sexual exploitation of a child, felony or misdemeanor indecent solicitation of a child, felony or misdemeanor indecent solicitation of an adult, or any other offense for which the person is required to register under the Sex Offender Registration Act in this state or any other state who has not been pardoned.
7. Petitioner has not in any state been convicted of any other felony not listed in paragraph 6, unless 10 years have passed since completion and discharge from his or her sentence or been pardoned.

8. I certify, under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, that all statements set forth in this petition are true and correct to the best of my knowledge and belief.

Wherefore, I request that the Court grant my Petition for a Change of Name and for such other relief as this Honorable Court deems just.

_____, Petitioner

Subscribed and sworn to before me this ____ day of _____, 20 ____

_____, Notary Public

IN THE CIRCUIT COURT OF THE SEVENTH JUDICIAL CIRCUIT
MACOUPIN COUNTY, ILLINOIS

In the Matter of the Petition of Change of Name of:

No. _____ MR _____

Change of Name to:

Order for Change of Name

The Court, having considered the Petition for Change of Name filed herein by Petitioner, heard the evidence, and being otherwise fully advised in the premises, finds that it should be granted.

IT IS HEREBY ORDERED that the Petitioner's name of _____, is hereby changed to: _____, by which he/she shall be hereafter known and called.

DATE: _____, 20 ____

ENTER: _____, JUDGE