

# FAIRFAX CIRCUIT COURT NAME CHANGE BROCHURE

These forms were prepared in June 1991 as a service to the public by Steven Lee Lauer, Virginia State Bar Number 32110, in his individual capacity. These forms have been continuously updated in accordance with the Virginia Code Section. Users of these forms are instructed to consult personally Va. Code §8.01-217 and any other applicable Code sections. These forms are not provided as or intended to replace legal assistance. *No guarantee of any kind is given regarding their application to any particular case. No warranties are given, and the user waives all warranties, including but not limited to the implied warranty of merchantability.*

You are advised to consult an attorney in this matter. To locate an attorney available to assist you, please call Virginia Lawyer's Referral Service (1-800-552-7977) or The Fairfax Bar Association Lawyer Referral Service (703-246-3780). If you decide to proceed on your own, you will be expected to follow the same procedures as an attorney. Please DO NOT ask Court personnel for legal advice. Court personnel are prohibited pursuant to Virginia Code Section §54.1-3904 to give you legal advice or assistance.

## **STEP ONE:**

1. A name change may not be sought for any fraudulent purpose or if it will infringe upon the rights of another.
2. You must submit the Name Change to the Circuit Court of the County in which you live.
3. Read the description page and choose the sample Petition & Order form which applies to your situation. If none of the descriptions apply to you, then you should not use these forms. The areas shaded in grey on the forms should be completed with information specific to your situation.

## **STEP TWO:**

### **Preparing and Filing your Name Change Documents**

1. The Petition and Order must be typed double space and submitted on separate 8 1/2" by 11" white paper; they may NOT be typed onto one piece of paper.
2. To file your Name Change you must have the following:
  - A. A notarized original Petition plus two (2) copies of the notarized Petition.
  - B. An original Order. The order shall contain no identifying information other than the applicant's former name or names, new name, and current address.

**FILING FEE:      SEE CURRENT FEE SCHEDULE @**

**<https://www.fairfaxcounty.gov/circuit/sites/circuit/files/assets/documents/pdf/fees-civil-and-filing-instructions.pdf>**

**No personal checks accepted.**

The Filing fee must be paid by cash, certified check, money order or Credit Card (Visa & MasterCard only – a 4% convenience fee is assessed) payable to:

**Clerk of the Circuit Court  
4110 Chain Bridge Road  
Fairfax, Virginia 22030  
Attention: Civil Intake/Name Change**

C. Name Change documentation may be submitted by mail or in person.

**In person**: Bring your notarized Petition and two copies, the Order, a self-addressed, stamped envelope and filing fee to the third floor Civil Intake Counter of the Circuit Court Monday through Friday from 8:00 a.m. until 4:00 p.m.

**By mail**: Send your notarized Petition and two copies, the Order, a certified check or money order for the filing fee, and one (2) self-addressed, stamped envelopes to the address listed above. A date stamped copy of the Petition will be returned to you for your records.

3. Upon filing, the court will assign a Civil Number to your specific case. This is the number by which the Court references your case. The number should appear on all documents regarding your case, and should be used when contacting our office for information.
4. In approximately 3 weeks, if the Judge grants your Order requesting a Name Change, you will receive a certified copy of the Order. At the time of filing, if you know that you would like more than one (1) certified copy of the Order you may pay an extra \$.50 for each page of the Order and \$2.00 (cash or money order) for each certification desired at the time of filing. You may also write our office at a later date requesting certified copies; include the case number, a self-addressed, stamped envelope and a money order for the copies requested.

To check the status of your case you may contact Civil Case Information by calling:

703-691-7320

Press #3, Press #1, and Press 0

## INFORMATION FOR PETITIONERS WHO DESIRE TO CHANGE THE NAME OF THEIR CHILD OR WARD

1. The consent of BOTH parents must be obtained to change a child's name.
2. If one of the parents does not consent by joining in the Petition, the Petitioner must place the case on the Courts Friday Motions Day Docket without a Judge at 9:00 a.m. The Petitioner must serve the non-joining parent in accordance with Virginia Code Section §8.01-296. The non-joining parent must be served with a copy of the Petition, the proposed Order, and the Praecipe setting the hearing date. If the non-joining parent appears at the hearing to contest the name change, the matter will be heard by a Judge at 10:00 a.m.
3. If the location of one of the parents is unknown, then an Affidavit and Order of Publication must be submitted.
  - A publication can be done in any Newspaper where the Newspaper has been authorized by this Court to print legal notices and publications in accordance with §8.01-324.
  - An Order of Publication shall be published in a newspaper prescribed by the court pursuant to §8.01-317.
  - The Order must be published for four (4) consecutive weeks.
  - The amount of times that the publication is in the newspaper is prescribed by statute.

The Court currently utilizes the following newspapers **(Fee subject to change)**

Washington Times      \$25.00

The following documentation must be completed and typed on the appropriate form for Publication:

- A. Affidavit for Order of Publication. See form CCR A-180 on page 21
- B. Order of Publication. See form CCR A-190 on page 22
- C. At time of filing the name change forms, submit the following documentation:
  - Affidavit for Order of Publication
  - Order of Publication
  - A copy of the petition for Name Change to be served by Publication
  - An envelope addressed to the individual being served by publication at their last known address, if known
  - A completed certified mail receipt or registered mail receipt and appropriate fees for such mailing (Certified Mail \$5.00 Registered Letter/Overseas Service \$10.00) **(Fees subject to change)**
  - Certified check or Money Order payable to the selected Newspaper
- D. Publications for the Washington Times, the Petitioner must submit a check payable to the specific Newspaper. If additional fees are required, the newspaper will bill the petitioner or counsel. For publications in a Newspaper other than the Washington Times, the petitioner must make specific arrangements with that Newspaper. The Court will process the Order of Publication, but the petitioner will make arrangements to have the documentation delivered to the newspaper for publication.

- E. Following the publication, the newspaper will file a "proof of publication" with the Court.
  - F. The file will be submitted to a Judge. In approximately 3 weeks, if the Judge grants your Order requesting a Name Change for your child, you will receive a certified copy of the Order.
4. If the mother was NOT married at the time of birth and the father's name is NOT on the Birth Certificate, the mother may ADD the father's name to the Birth Certificate and thus change the child's last name to the father's last name. To add the father's name to the Birth Certificate, go to the Joseph Willard Health Center at 3750 Old Lee Highway in Fairfax (Phone 703-246-7100). They will provide you with the forms to add the father's name to the Birth Certificate and to change the child's last name from the mother's to the father's last name.
  5. If the couple were married at the time of birth and the mother did not place the father's name on the Birth Certificate (falsifying records) then a Petition and Order must be submitted to the Court. We strongly suggest that you contact an attorney or complete research at the Fairfax County Law Library located in the Fairfax County Courthouse, third floor.

**NOTE:**

The instructions in this document are available in alternate format upon written request.

Please direct your request to:

Civil Case Management Division Manager  
703-691-7320 (Press #3, Press #1, Press #1 and Press #2)  
or  
TDD 934-1296 (Virginia Relay 1-800-828-1120)

Allow 7 days for preparation of the material.

**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

IN THE MATTER OF THE CHANGE OF NAME OF: CL No. \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
to \_\_\_\_\_

**PETITION FOR CHANGE OF NAME**

COMES NOW the petitioner seeking a change of name pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The petitioner currently resides in the County/City of \_\_\_\_\_.

The petitioner desires a change of name for the following reasons:

\_\_\_\_\_.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the petitioner is \_\_\_\_\_.

The current address of the petitioner, including street, city and state of residence is \_\_\_\_\_.

The petitioner's father is \_\_\_\_\_ and the petitioner's mother is \_\_\_\_\_, whose maiden name is \_\_\_\_\_.

The petitioner's date of birth is \_\_\_\_\_, and the place of birth of the petitioner is \_\_\_\_\_.

The petitioner has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The petitioner is not a Registered Sex Offender and is not listed on Crimes Against Minors Registry.

The petitioner has never previously had a change of name.

\_\_\_\_\_  
Signature of Petitioner

Daytime Phone Number: \_\_\_\_\_

IN THE COMMONWEALTH OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name is signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public

My Commission expires: \_\_\_\_\_

*This is a SAMPLE only. If you need additional help, consult an attorney.*

**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

IN THE MATTER OF THE CHANGE OF NAME OF:            CL No. \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
to \_\_\_\_\_

**FINAL ORDER**

This day came the petitioner, seeking to change [his/her] name.

IT APPEARING to the Court that:

The current address of the petitioner, including street, city and state of residence is  
\_\_\_\_\_.

The petitioner has never previously had a change of name.

**ADJUDGED, ORDERED and DECREED** that the name of the petitioner is hereby changed from  
\_\_\_\_\_ to \_\_\_\_\_, and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

\_\_\_\_\_  
Signature of Petitioner(s)

\_\_\_\_\_

**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

IN THE MATTER OF THE CHANGE OF NAME OF: CL No. \_\_\_\_\_ - \_\_\_\_\_

to \_\_\_\_\_

**PETITION FOR CHANGE OF NAME**

COMES NOW the petitioner seeking a change of name pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The petitioner currently resides in the County/City of \_\_\_\_\_.

The petitioner desires a change of name for the following reasons:

\_\_\_\_\_.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the petitioner is \_\_\_\_\_.

The current address of the petitioner, including street, city and state of residence is \_\_\_\_\_.

\_\_\_\_\_.

The petitioner's father is \_\_\_\_\_ and the petitioner's mother is \_\_\_\_\_, whose maiden name is \_\_\_\_\_.

The petitioner's date of birth is \_\_\_\_\_, and the place of birth of the petitioner is \_\_\_\_\_.

The petitioner has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The petitioner is not a Registered Sex Offender and is not listed on Crimes Against Minors Registry.

The petitioner has previously had a change of name or changes of name, as follows:

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

\_\_\_\_\_  
Signature of Petitioner

Daytime Phone Number: \_\_\_\_\_

IN THE COMMONWEALTH OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/ Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name is signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public

My Commission Expires: \_\_\_\_\_  
Notary Registration #: \_\_\_\_\_

*This is a SAMPLE only. If you need additional help, consult an attorney.*

**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

IN THE MATTER OF THE CHANGE OF NAME OF:      CL No. \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
to \_\_\_\_\_

**FINAL ORDER**

This day came the petitioner, seeking to change [his/her] name.

IT APPEARING to the Court that:

The current address of the petitioner, including street, city and state of residence is  
\_\_\_\_\_.

The petitioner has previously had a change of name or changes of name, as follows:  
\_\_\_\_\_  
\_\_\_\_\_

**ADJUDGED, ORDERED and DECREED** that the name of the petitioner is hereby changed from  
\_\_\_\_\_ to \_\_\_\_\_, and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

\_\_\_\_\_  
Signature of Petitioner(s)

\_\_\_\_\_



VIRGINIA

FAIRFAX CIRCUIT COURT

IN THE MATTER OF THE CHANGE OF NAME OF:

CL No. \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
to \_\_\_\_\_

**PETITION FOR CHANGE OF NAME**

COMES NOW the petitioner seeking a change of name pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The petitioner currently resides in the County/City of \_\_\_\_\_.

The petitioner desires a change of name for the following reasons:

\_\_\_\_\_.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the petitioner is \_\_\_\_\_.

The current address of the petitioner, including street, city and state of residence is

\_\_\_\_\_.

The petitioner's father is \_\_\_\_\_ and the petitioner's mother is \_\_\_\_\_, whose maiden name is \_\_\_\_\_.

The petitioner's date of birth is \_\_\_\_\_, and the place of birth of the petitioner is \_\_\_\_\_.

The petitioner has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: \_\_\_\_\_.

The petitioner [is/is not] required to register with the Sex Offender and Crimes Against Minors Registry.

The Court where the conviction occurred that resulted in the requirement to register \_\_\_\_\_.

The petitioner has never previously had a change of name.

\_\_\_\_\_  
Signature of Petitioner

Daytime Phone Number: \_\_\_\_\_

IN THE COMMONWEALTH OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name is signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public

My Commission Expires: \_\_\_\_\_  
Notary Registration #: \_\_\_\_\_

*This is a SAMPLE only. If you need additional help, consult an attorney.*

**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

IN THE MATTER OF THE CHANGE OF NAME OF: CL No. \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
to \_\_\_\_\_

**FINAL ORDER**

This day came the petitioner, seeking to change [his/her] name.

IT APPEARING to the Court that:

The current address of the petitioner, including street, city and state of residence is

\_\_\_\_\_.

The petitioner has never previously had a change of name.

**ADJUDGED, ORDERED and DECREED** that the name of the petitioner is hereby changed from \_\_\_\_\_ to \_\_\_\_\_, and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code § 8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

\_\_\_\_\_  
Signature(s) of Petitioner(s)

\_\_\_\_\_  
Signature(s) of Petitioner(s)

*This is a SAMPLE only. If you need additional help, consult an attorney.*

**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

IN THE MATTER OF THE CHANGE OF NAME OF: CL No. \_\_\_\_\_ - \_\_\_\_\_

to \_\_\_\_\_

**PETITION FOR CHANGE OF NAME**

COMES NOW the petitioner seeking a change of name pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The petitioner currently resides in the County/City of \_\_\_\_\_.

The petitioner desires a change of name for the following reasons:

\_\_\_\_\_.

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the petitioner is \_\_\_\_\_.

The current address of the petitioner, including street, city and state of residence is

\_\_\_\_\_.

The petitioner's father is \_\_\_\_\_ and the petitioner's mother is \_\_\_\_\_, whose maiden name is \_\_\_\_\_.

The petitioner's date of birth is \_\_\_\_\_, and the place of birth of the petitioner is \_\_\_\_\_.

The petitioner has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: \_\_\_\_\_.

The petitioner [is/is not] required to register with the Sex Offender and Crimes Against Minors Registry.

The Court where the conviction occurred that resulted in the requirement to register \_\_\_\_\_.

The petitioner has previously had a change of name or changes of name, as follows:

\_\_\_\_\_.

\_\_\_\_\_  
Signature of Petitioner

Daytime Phone Number: \_\_\_\_\_

IN THE COMMONWEALTH OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name is signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public

My Commission expires: \_\_\_\_\_  
Notary Registration #: \_\_\_\_\_

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**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

In the matter of the change of name of \_\_\_\_\_ CL No. \_\_\_\_\_ - \_\_\_\_\_  
to \_\_\_\_\_

**FINAL ORDER**

This day came the petitioner, seeking to change [his/her] name.

IT APPEARING to the Court that:

The current address of the petitioner, including street, city and state of residence is \_\_\_\_\_.

The petitioner has previously had a change of name or changes of name, as follows:  
\_\_\_\_\_  
\_\_\_\_\_.

ADJUDGED, ORDERED and DECREED that the name of the petitioner is hereby changed from \_\_\_\_\_ to \_\_\_\_\_, and further

ADJUDGED, ORDERED, and DECREED that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

\_\_\_\_\_  
Signature(s) of Petitioner(s)

\_\_\_\_\_  
Signature(s) of Petitioner(s)

*This is a SAMPLE only. If you need additional help, consult an attorney.*

**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

IN THE MATTER OF THE CHANGE OF NAME OF:

CL No. \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

to \_\_\_\_\_

**PETITION FOR CHANGE OF NAME**

COMES NOW the petitioner(s) seeking a change of name for child/ward pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The child/ward currently resides in the County/City of \_\_\_\_\_.

The petitioner(s) desire a change of name for the following reasons:

\_\_\_\_\_

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the child/ward is \_\_\_\_\_.

The current address of the child/ward, including street, city and state of residence is

\_\_\_\_\_

·

The child/ward's father is \_\_\_\_\_ and the child/ward's mother is \_\_\_\_\_, whose maiden name is \_\_\_\_\_.

The child/ward's date of birth is \_\_\_\_\_, and the place of birth of the child/ward is \_\_\_\_\_.

The child/ward has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The child/ward is not a Registered Sex Offender and is not listed on Crimes Against Minors Registry.

The child/ward has never previously had a change of name.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Signature of Petitioner

Daytime Phone #: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

**\*\*\*\*If there are TWO petitioners, EACH Petitioner's Signature must be notarized\*\*\*\***

IN THE COMMONWEALTH OF VIRGINIA, COUNTY OF

\_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/ Notary Public

My Commission Expires: \_\_\_\_\_

Notary Registration #: \_\_\_\_\_

IN THE COMMONWEALTH OF VIRGINIA, COUNTY OF

\_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/ Notary Public

My Commission Expires: \_\_\_\_\_

Notary Registration #: \_\_\_\_\_

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**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

IN THE MATTER OF THE CHANGE OF NAME OF:                      CL No. \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
to \_\_\_\_\_

**FINAL ORDER**

This day came the petitioner(s), seeking to change the name of minor child/ward.

IT APPEARING to the Court that:

The current address of the child/ward, including street, city and state of residence is  
\_\_\_\_\_.

The child/ward has never previously had a change of name.

**ADJUDGED, ORDERED and DECREED** that the name of the child/ward is hereby changed from  
\_\_\_\_\_ to \_\_\_\_\_, and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

\_\_\_\_\_  
Signatures of Petitioner

\_\_\_\_\_  
Signature of Petitioner

This is a SAMPLE only. If you need additional help, consult an attorney.

VIRGINIA

FAIRFAX CIRCUIT COURT

IN THE MATTER OF THE CHANGE OF NAME OF:

CL No. \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

to \_\_\_\_\_

**PETITION FOR CHANGE OF NAME**

COMES NOW the petitioner(s) seeking a change of name for child/ward pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The child/ward currently resides in the County/City of \_\_\_\_\_.

The petitioner(s) desire a change of name for the following reasons:

\_\_\_\_\_

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the child/ward is \_\_\_\_\_.

The current address of the child/ward, including street, city and state of residence is

\_\_\_\_\_

The child/ward's father is \_\_\_\_\_ and the child/ward's mother is \_\_\_\_\_, whose maiden name is \_\_\_\_\_.

The child/ward's date of birth is \_\_\_\_\_, and the place of birth of the child/ward is \_\_\_\_\_.

The child/ward has no felony conviction record, and is not currently incarcerated or a probationer with any court.

The child/ward is not a Registered Sex Offender and is not listed on Crimes Against Minors Registry.

The child/ward has previously had a change of name or changes of name, as follows:

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

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Daytime Phone #:

\_\_\_\_\_  
Daytime Phone #:

**\*\*\*\*If there are TWO petitioners, EACH Petitioner's Signature must be notarized\*\*\*\***

IN THE COMMONWEALTH OF VIRGINIA, COUNTY OF

\_\_\_\_\_  
\_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/ Notary Public

My Commission Expires: \_\_\_\_\_

Notary Registration #: \_\_\_\_\_

IN THE COMMONWEALTH OF VIRGINIA, COUNTY OF

\_\_\_\_\_  
\_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/ Notary Public

My Commission Expires: \_\_\_\_\_

Notary Registration #: \_\_\_\_\_

*This is a SAMPLE only. If you need additional help, consult an attorney.*

**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

IN THE MATTER OF THE CHANGE OF NAME OF:                      CL No. \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_  
to \_\_\_\_\_

**FINAL ORDER**

This day came the petitioner(s), seeking to change the name of minor child/ward.

IT APPEARING to the Court that:

The current address of the child/ward, including street, city and state of residence is  
\_\_\_\_\_.

The child/ward has previously had a change of name or changes of name, as follows:  
\_\_\_\_\_  
\_\_\_\_\_.

**ADJUDGED, ORDERED and DECREED** that the name of the child/ward is hereby changed from  
\_\_\_\_\_ to \_\_\_\_\_, and  
further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code § 8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Signature of Petitioner



*This is a SAMPLE only. If you need additional help, consult an attorney.*

**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

IN THE MATTER OF THE CHANGE OF NAME OF: CL No. \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

to \_\_\_\_\_

**PETITION FOR CHANGE OF NAME**

COMES NOW the petitioner(s) seeking a change of name for child/ward pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The child/ward currently resides in the County/City of \_\_\_\_\_.

The petitioner(s) desire a change of name for the following reasons:

\_\_\_\_\_

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the child/ward is \_\_\_\_\_.

The current address of the child/ward, including street, city and state of residence is \_\_\_\_\_.

The child/ward's father is \_\_\_\_\_ and the child/ward's mother is \_\_\_\_\_, whose maiden name is \_\_\_\_\_.

The child/ward's date of birth is \_\_\_\_\_, and the place of birth of the child/ward is \_\_\_\_\_.

The child/ward has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: \_\_\_\_\_.

The child/ward [is/is not] required to register with the Sex Offender and Crimes Against Minors Registry.

The Court where the conviction occurred that resulted in the requirement to register \_\_\_\_\_.

The child/ward has never had a change of name.

\_\_\_\_\_  
Signature of Petitioner  
Daytime Phone No. \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner  
Daytime Phone No. \_\_\_\_\_

**\*\*\*\*\*If there are TWO petitioners, EACH Petitioner's Signature must be notarized\*\*\*\*\***

IN THE COMMONWEALTH OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk/Notary Public

My Commission expires: \_\_\_\_\_  
Notary Registration #: \_\_\_\_\_

*This is a SAMPLE only. If you need additional help, consult an attorney.*

**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

IN THE MATTER OF THE CHANGE OF NAME OF:

CL No. \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
to \_\_\_\_\_

**FINAL ORDER**

This day came the petitioner(s), seeking to change the name of minor child/ward.

IT APPEARING to the Court that:

The current address of the child/ward, including street, city and state of residence is

\_\_\_\_\_.

The child/ward has never previously had a change of name.

**ADJUDGED, ORDERED and DECREED** that the name of the child/ward is hereby changed from

\_\_\_\_\_ to  
\_\_\_\_\_, and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code § 8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
JUDGE

I ASK FOR THIS:

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Signature of Petitioner

This is a SAMPLE only. If you need additional help, consult an attorney.

VIRGINIA

FAIRFAX CIRCUIT COURT

IN THE MATTER OF THE CHANGE OF NAME OF: CL No. \_\_\_\_\_ - \_\_\_\_\_
to \_\_\_\_\_

PETITION FOR CHANGE OF NAME

COMES NOW the petitioner(s) seeking a change of name for child/ward pursuant to Virginia Code §8.01-217 and respectfully states under oath as follows:

The child/ward currently resides in the County/City of \_\_\_\_\_.

The petitioner(s) desires a change of name for the following reasons: \_\_\_\_\_

This change of name is not sought for any fraudulent purpose and will not infringe on the rights of another.

The name of the child/ward is \_\_\_\_\_.

The current address of the child/ward, including street, city and state of residence is \_\_\_\_\_.

The child/ward's father is \_\_\_\_\_ and the child/ward's mother is \_\_\_\_\_, whose maiden name is \_\_\_\_\_.

The child/ward's date of birth is \_\_\_\_\_, and the place of birth of the child/ward is \_\_\_\_\_.

The child/ward has a felony conviction record, or is currently incarcerated or a probationer with any court, as follows: \_\_\_\_\_.

The child/ward [is/is not] required to register with the Sex Offender and Crimes Against Minors Registry.

The Court where the conviction occurred that resulted in the requirement to register \_\_\_\_\_.

The child/ward has previously had a change of name or changes of name, as follows:

\_\_\_\_\_

Signature of Petitioner
Daytime Phone No. \_\_\_\_\_

Signature of Petitioner
Daytime Phone No. \_\_\_\_\_

\*\*\*\*If there are TWO petitioners, EACH Petitioner's Signature must be notarized\*\*\*\*

IN THE COMMONWEALTH OF VIRGINIA, COUNTY OF \_\_\_\_\_:

I, the undersigned Deputy Clerk/Notary Public in and for the State of Virginia, do hereby certify that before me appeared \_\_\_\_\_, whose name(s) is/are signed to the foregoing Petition, and acknowledged the same under oath before me. Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_.

Deputy Clerk /Notary Public

My Commission Expires: \_\_\_\_\_
Notary Registration #: \_\_\_\_\_

*This is a SAMPLE only. If you need additional help, consult an attorney.*

**VIRGINIA**

**FAIRFAX CIRCUIT COURT**

IN THEMATTER OF THE CHANGE OF NAME OF:

CL No. \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
to \_\_\_\_\_

**FINAL ORDER**

This day came the petitioner(s), seeking to change the name of minor child/ward.

IT APPEARING to the Court that:

The current address of the child/ward, including street, city and state of residence is

\_\_\_\_\_.

The child/ward has previously had a change of name or changes of name, as follows:

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

**ADJUDGED, ORDERED and DECREED** that the name of the child/ward is hereby changed from

\_\_\_\_\_ to \_\_\_\_\_, and further

**ADJUDGED, ORDERED, and DECREED** that the Clerk of this Court, pursuant to the provisions of Virginia Code §8.01-217 shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy to both the State Registrar of Vital Statistics and the Criminal Records Exchange.

Entered this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

JUDGE

I ASK FOR THIS:

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Signature of Petitioner

VIRGINIA

FAIRFAX CIRCUIT COURT

IN RE: CHANGE OF NAME FOR MINOR CHILD

Case No. CL \_\_\_\_\_ - \_\_\_\_\_

FROM: \_\_\_\_\_  
(CURRENT LEGAL NAME OF CHILD)

TO: \_\_\_\_\_  
(NEW NAME REQUESTING)

**AFFIDAVIT FOR SERVICE BY PUBLICATION**

Comes now \_\_\_\_\_, Petitioner herein, seeking service on \_\_\_\_\_, the natural parent by ORDER OF PUBLICATION, and who under oath deposes and states under oath that the Natural Parent in this cause,

- Is a non-resident individual, other than a non-resident individual fiduciary who has appointed a statutory agent;
- OR
- Cannot be found, and that diligence has been used without effect to ascertain the location of the party to be served;
- OR
- Cannot be served with court process, and that a return has been filed by the Sheriff which shows that the process has been in his or her hands for twenty-one (21) days and the Sheriff has been unable to make service;
- OR
- OTHER:

\_\_\_\_\_ and the last known mailing address of Natural Father/Mother is as follows:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

Explanation of circumstances: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Counsel for Petitioner

CCR A-180 (Affidavit for Service by Pub FORM) July 2008

**TO BE COMPLETED BY A NOTARY PUBLIC/OR DEPUTY CLERK**

In the Commonwealth/State of:

In the County of:

Subscribed and sworn to before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public / Deputy Clerk

My Commission Expires: \_\_\_\_\_

My Notary Commission No. \_\_\_\_\_

VIRGINIA:

FAIRFAX CIRCUIT COURT

IN RE: CHANGE OF NAME FOR MINOR CHILD

CASE No. CL \_\_\_\_\_ - \_\_\_\_\_

FROM: \_\_\_\_\_  
(CURRENT LEGAL NAME OF CHILD)

TO: \_\_\_\_\_  
(NEW NAME REQUESTING)

ORDER OF PUBLICATION

The reason for this cause is to obtain name change of minor child.

An Affidavit having been made and filed showing that the Natural Parent in the above-entitled cause is:

- Is a non-resident individual, other than a non-resident individual fiduciary who has appointed a statutory agent;
- OR
- Cannot be found, and that diligence has been used without effect to ascertain the location of the party to be served;
- OR
- Cannot be served with court process, and that a return has been filed by the Sheriff which shows that the process has been in his or her hands for twenty-one (21) days and the Sheriff has been unable to make service;
- OR
- OTHER:

\_\_\_\_\_ and  
the last known mailing address of Natural Father/Mother is as follows:

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

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

TO BE COMPLETED BY CLERK'S OFFICE

Upon consideration, this Order of Publication is granted, and it is ORDERED that the above named Natural Parent shall appear here on or before \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ after proper publication of this Order, to protect his/her interest in this cause.

ENTERED:

TESTE: JOHN T. FREY, CLERK

BY: \_\_\_\_\_  
DEPUTY CLERK

\_\_\_\_\_  
Signature of Petitioner or Counsel for Petitioner

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

Phone Number: \_\_\_\_\_