

NORFOLK CIRCUIT COURT

George E. Schaefer, Clerk



NAME CHANGE BROCHURE-ADULTS

Rev 08/2021

NAME CHANGE BROCHURE

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 Norfolk and Portsmouth Bar Association Lawyer Referral Service (757-623-0132) or The Norfolk Law Library (757-622-2910). 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 by state law 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 Application for Change of Name to the Circuit Court of the City/County in which you live. ******Must have proof of residency. ******
3. You must have a Valid Picture ID and your Birth Certificate.

STEP TWO:

Preparing and Filing your Name Change Documents

1. The following forms are provided to assist in the filing of a name change:
CC-1411-Application for Change of Name (Adult)
CC-1412-Order for Change of Name (Adult)
2. To file your Name Change you must have the following:
 - A. An original completed and notarized original Application for Change of Name.

B. An original completed Order for Change of Name. The order shall contain no identifying information other than the applicant's former name or names, new name, and current address.

C. **\$46.00 Filing Fee** - The Filing fee may be paid by cash, credit card, check or money order payable to:

Clerk of the Circuit Court
150 St Paul's Boulevard, 7th Floor
Norfolk VA 23510

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

In person: Bring your notarized Application for Change of Name Change and filing fee to the Norfolk Circuit Court Clerk's Office, Civil Division Monday through Friday from 8:45am until 4:45pm.

By mail: Send your notarized Application for Change of Name and two copies, the Order, a certified check or money order for the filing fee.

4. 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.

5. In approximately 3 weeks, if the Judge grants your Order requesting a Name Change, you will receive 2 certified copies of the Order.

COVER SHEET FOR FILING CIVIL ACTIONS

COMMONWEALTH OF VIRGINIA

Case No. _____
(CLERK'S OFFICE USE ONLY)

Circuit Court

v./In re: _____

PLAINTIFF(S)

DEFENDANT(S)

I, the undersigned ☐ plaintiff ☐ defendant ☐ attorney for ☐ plaintiff ☐ defendant hereby notify the Clerk of Court that I am filing the following civil action. (Please indicate by checking box that most closely identifies the claim being asserted or relief sought.)

GENERAL CIVIL

Subsequent Actions

- ☐ Claim Impleading Third Party Defendant
 - ☐ Monetary Damages
 - ☐ No Monetary Damages
- ☐ Counterclaim
 - ☐ Monetary Damages
 - ☐ No Monetary Damages
- ☐ Cross Claim
- ☐ Interpleader
- ☐ Reinstatement (other than divorce or driving privileges)
- ☐ Removal of Case to Federal Court

Business & Contract

- ☐ Attachment
- ☐ Confessed Judgment
- ☐ Contract Action
- ☐ Contract Specific Performance
- ☐ Detinue
- ☐ Garnishment

Property

- ☐ Annexation
- ☐ Condemnation
- ☐ Ejectment
- ☐ Encumber/Sell Real Estate
- ☐ Enforce Vendor's Lien
- ☐ Escheatment
- ☐ Establish Boundaries
- ☐ Landlord/Tenant
 - ☐ Unlawful Detainer
- ☐ Mechanics Lien
- ☐ Partition
- ☐ Quiet Title
- ☐ Termination of Mineral Rights

Tort

- ☐ Asbestos Litigation
- ☐ Compromise Settlement
- ☐ Intentional Tort
- ☐ Medical Malpractice
- ☐ Motor Vehicle Tort
- ☐ Product Liability
- ☐ Wrongful Death
- ☐ Other General Tort Liability

ADMINISTRATIVE LAW

- ☐ Appeal/Judicial Review of Decision of (select one)
 - ☐ ABC Board
 - ☐ Board of Zoning
 - ☐ Compensation Board
 - ☐ DMV License Suspension
 - ☐ Employee Grievance Decision
 - ☐ Employment Commission
 - ☐ Local Government
 - ☐ Marine Resources Commission
 - ☐ School Board
 - ☐ Voter Registration
 - ☐ Other Administrative Appeal

DOMESTIC/FAMILY

- ☐ Adoption
 - ☐ Adoption – Foreign
- ☐ Adult Protection
- ☐ Annulment
 - ☐ Annulment – Counterclaim/Responsive Pleading
- ☐ Child Abuse and Neglect – Unfounded Complaint
- ☐ Civil Contempt
- ☐ Divorce (select one)
 - ☐ Complaint – Contested*
 - ☐ Complaint – Uncontested*
 - ☐ Counterclaim/Responsive Pleading
 - ☐ Reinstatement – Custody/Visitation/Support/Equitable Distribution
- ☐ Separate Maintenance
 - ☐ Separate Maintenance Counterclaim

WRITS

- ☐ Certiorari
- ☐ Habeas Corpus
- ☐ Mandamus
- ☐ Prohibition
- ☐ Quo Warranto

PROBATE/WILLS AND TRUSTS

- ☐ Accounting
- ☐ Aid and Guidance
- ☐ Appointment (select one)
 - ☐ Guardian/Conservator
 - ☐ Standby Guardian/Conservator
 - ☐ Custodian/Successor Custodian (UTMA)
- ☐ Trust (select one)
 - ☐ Impress/Declare/Create
 - ☐ Reformation
- ☐ Will (select one)
 - ☐ Construe
 - ☐ Contested

MISCELLANEOUS

- ☐ Amend Birth/Death Certificate
- ☐ Appointment (select one)
 - ☐ Church Trustee
 - ☐ Conservator of Peace
 - ☐ Marriage Celebrant
- ☐ Approval of Transfer of Structured Settlement
- ☐ Bond Forfeiture Appeal
- ☐ Declaratory Judgment
- ☐ Declare Death
- ☐ Driving Privileges (select one)
 - ☐ Reinstatement pursuant to § 46.2-427
 - ☐ Restoration – Habitual Offender or 3rd Offense
- ☐ Expungement
- ☐ Firearms Rights – Restoration
- ☐ Forfeiture of Property or Money
- ☐ Freedom of Information
- ☐ Injunction
- ☐ Interdiction
- ☐ Interrogatory
- ☐ Judgment Lien-Bill to Enforce
- ☐ Law Enforcement/Public Official Petition
- ☐ Name Change
- ☐ Referendum Elections
- ☐ Seyer Order
- ☐ Taxes (select one)
 - ☐ Correct Erroneous State/Local
 - ☐ Delinquent
- ☐ Vehicle Confiscation
- ☐ Voting Rights – Restoration
- ☐ Other (please specify)

☐ Damages in the amount of \$ _____ are claimed.

DATE

☐ PLAINTIFF

☐ DEFENDANT

☐ ATTORNEY FOR

☐ PLAINTIFF
☐ DEFENDANT

PRINT NAME

ADDRESS/TELEPHONE NUMBER OF SIGNATOR

EMAIL ADDRESS OF SIGNATOR (OPTIONAL)

*"Contested" divorce means any of the following matters are in dispute: grounds of divorce, spousal support and maintenance, child custody and/or visitation, child support, property distribution or debt allocation. An "Uncontested" divorce is filed on no fault grounds and none of the above issues are in dispute.

APPLICATION FOR CHANGE OF NAME (ADULT)

COMMONWEALTH OF VIRGINIA

VA. CODE § 8.01-217

VIRGINIA: In the Circuit Court of the [] City [] County of

IN RE:
(APPLICANT'S PRESENT NAME) FIRST MIDDLE LAST SUFFIX

COMES NOW, the applicant, and after being duly sworn states under oath as follows:

1. Applicant's Birth Name:
FIRST MIDDLE LAST SUFFIX

2. City or County of Residence:

3. Residence Address:
STREET ADDRESS

CITY STATE ZIP CODE COUNTRY

4. Mailing Address:
IF DIFFERENT FROM RESIDENCE ADDRESS

5a. Date of Birth: 5b. Place of Birth:

6. Full Names of Parents

6a. Full Name:
FIRST MIDDLE MAIDEN (IF APPLICABLE) CURRENT LAST SUFFIX

6b. Full Name:
FIRST MIDDLE MAIDEN (IF APPLICABLE) CURRENT LAST SUFFIX

7. Reason for name change application:

[] Supplemental sheet attached

Answer the following questions by checking appropriate "Yes" or "No" box and providing information as requested.

8. Have you ever been convicted of a felony? [] Yes [] No

9. Are you currently incarcerated? ** [] Yes [] No

If yes, indicate facility name and location:

If yes, indicate name(s) of court(s) where convicted:

10. Are you a probationer with any court(s)? ** [] Yes [] No

If yes, indicate court(s) name:

11. Are you a person for whom registration with the Sex Offender and Crimes Against Minors Registry is required? ** [] Yes [] No

If yes, indicate court(s) where conviction occurred that resulted in the requirement to register:

12. Have you previously changed your name either by a prior application or by marriage? [] Yes [] No
(If yes, attach court order or other documentation and indicate previous names):

** No application of a probationer, incarcerated person, or person for whom registration with the Sex Offender and Crimes Against Minors Registry is required shall be accepted unless the Court finds good cause exists for such application under the reasons alleged in the application for the requested change of name. Attach explanatory documentation to the application.

WHEREFORE, the undersigned applicant further certifies under oath that this name change is not sought for any fraudulent purposes and will not infringe upon the rights of others, and pursuant to § 8.01-217 of the Code of Virginia, 1950, as amended, the applicant requests that the Court order a change of name from:

.....
FIRST MIDDLE LAST SUFFIX
to

.....
FIRST MIDDLE LAST SUFFIX

APPLICANT

Commonwealth/State of

[] City [] County of

Subscribed and sworn to/affirmed before me this day of, 20

by

.....
DATE

[] CLERK [] DEPUTY CLERK

[] NOTARY PUBLIC My commission expires'

Registration No.

ORDER FOR CHANGE OF NAME (ADULT)

Commonwealth of Virginia VA. CODE §§ 8.01-217, 20-121.4

Case No.

VIRGINIA: In the Circuit Court of the ☒ City ☐ County of **NORFOLK**

In re:

This day came the applicant having filed his/her verified application requesting the change of his/her name from

.....
FIRST	MIDDLE	LAST	SUFFIX
to			
.....
FIRST	MIDDLE	LAST	SUFFIX

Additional former name(s) of the applicant:

The applicant's address is:

- ☐ The Court finds that
- ☐ the application complies with the requirements of subsection B of Virginia Code § 8.01-217,
 - ☐ a motion was made pursuant to Va. Code § 20-121.4 incident to divorce,
- the change of name is not sought for any fraudulent purpose, and the change of name would not otherwise infringe upon the rights of others.
- ☐ The Court previously found that the applicant is presently incarcerated, a probationer, or a person for whom registration with the Sex Offender and Crimes Against Minors Registry is required but found good cause for consideration of the application and conducted a hearing on the application.
- ☐ The Court finds that the change of name would not frustrate a legitimate law enforcement purpose, is not sought for a fraudulent purpose, and would not otherwise infringe upon the rights of others. The basis for this finding is as follows:
-
-

Accordingly, it is ADJUDGED and ORDERED that

- ☐ The applicant's name is hereby changed, effective this date, to

.....
and this cause is ended.

- ☐ The Clerk of this Court shall forthwith spread this Order upon the current deed book, indexing the order in both the old and new names.
- ☐ The Clerk of this Court shall further transmit a certified copy of this Order and the application to the State Registrar of Vital Records and to the Central Criminal Records Exchange.
- ☐ This change of name is granted incident to a divorce and the Clerk shall not transmit any copy of this Order to the Registrar of Vital Records or to the Central Criminal Records Exchange.
- ☐ Public recording of the name change would pose a serious threat to the health or safety of the applicant/applicant's family and the record of this cause is hereby Ordered sealed. The Clerk shall not spread or index this Order and shall not transmit any copy of this Order to the Registrar of Vital Records or to the Central Criminal Records Exchange.
- ☐ The application for change of name is hereby denied and this cause is dismissed.

Entered this day of,

JUDGE

**ORDER REGARDING GOOD CAUSE
FOR CHANGE OF NAME OF PROBATIONER,
REGISTERED SEX OFFENDER OR
INCARCERATED PERSON**

Commonwealth of Virginia VA. CODE § 8.01-217(D)

Case No.

VIRGINIA: In the Circuit Court of the ☒ City ☐ County of NORFOLK

In re:, applicant

☒ A verified application has been filed requesting the change of the ☐ applicant's ☐ applicant's minor child's name.

The Court finds that the ☐ applicant ☐ minor

☐ is presently incarcerated

☐ is probationer of the Court

☐ is a person for whom registration with the Sex Offender and Crimes Against Minors Registry is required

☐ does not have an abode

☐ and good cause does not exist for consideration of the application. Therefore, the application for change of name is denied and this cause is dismissed

OR

☐ but good cause exists for the application. Therefore, the application is accepted.

AND

☐ The Clerk is Ordered to transmit a copy of this Order to the applicant and to the following Attorney(s) for the Commonwealth:

.....
NAME AND ADDRESS OF ATTORNEY FOR THE COMMONWEALTH

.....
NAME AND ADDRESS OF ATTORNEY FOR THE COMMONWEALTH

AND

☐ A hearing on the application has been set for
HEARING DATE AND TIME

Entered this day of, 20

JUDGE

NAME CHANGE BROCHURE

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