

NORFOLK CIRCUIT COURT

George E. Schaefer, Clerk



NAME CHANGE BROCHURE-MINOR

Rev 07/2026

NAME CHANGE BROCHURE

Users of these forms are instructed to personally consult 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 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). 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.

******A name change may not be sought for any fraudulent purpose or if it will infringe upon the rights of another. ******

******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: a utility bill in your name, or current lease/mortgage or voter registration. ******

The following forms are provided to assist in the filing of a name change:

CC-1427- Application for Change of Name (Minor)

CC-1428- Order of Change of Name (Minor)

NCC-56- Due Diligence Form (Minor)

NCC-99- Notice of Hearing

CC-1435- Affidavit for Order of Publication

CC-1434- Order of Publication

To file your Child's 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, current address, and date of birth.
 - C. **\$49.00 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.
1. The consent of BOTH parents must be obtained to change a child's name.
 2. A Copy of Child's Birth certificate.

3. Proof of paternity may be applicable.
4. If one of the parents does not consent by joining in the Application for Change of Name, the Applicant must place the case on the Court's Docket. The Applicant 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 Application for Change of Name, the proposed Order, and the Notice setting the hearing date.
5. If the location or identity of one of the parents is unknown, then statement of due diligence must be filed, 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 consecutive weeks. The number of times that the publication is in the newspaper is prescribed by statute. The Court currently utilizes Inside Business and Virginia Pilot (Virginia Media). At time of filing the name change forms, submit the following documentation:
 - Due Diligence Form.
 - Affidavit for Order of Publication.
 - Order of Publication.
 - A copy of the Application Change of Name to be served by Publication.

You may email the docket clerk at civildocket@circuitcourtva.us to schedule a hearing date after the "appear by date" on the Order of Publication. Following the publication, the newspaper will provide you with a "proof of publication" please email that to civil710@circuitcourtva.us. If the couple was 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 Norfolk Law Library located at 150 St. Paul's Blvd., 1st then to 2nd Floor, Norfolk, VA 23510.

APPLICATION FOR CHANGE OF NAME (MINOR)

Case No.

Commonwealth of Virginia

Va. Code § 8.01-217

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

In re:
(MINOR'S PRESENT NAME) FIRST MIDDLE LAST SUFFIX

After being duly sworn, I state under oath as follows:

1. Minor's name is stated accurately above and [] has [] has not been previously changed. If so, court order is attached.

2. My Name:
FIRST MIDDLE LAST SUFFIX2a. Residence Address:
STREET ADDRESS

CITY STATE ZIP CODE COUNTRY

2b. Mailing Address:
IF DIFFERENT FROM RESIDENCE ADDRESS

3. Relationship to minor: [] Parent [] Guardian [] Next Friend []

Provide the following information about the minor.4. Date and Place of Birth:
DATE OF BIRTH PLACE OF BIRTH

5. City or county of residence:

6. Address if different from applicant's:
STREET ADDRESS

CITY STATE ZIP CODE COUNTRY

7. Full Names and Addresses of Parents7a. Full Name:
FIRST MIDDLE MAIDEN (IF APPLICABLE) CURRENT LAST SUFFIXResidence Address:
STREET ADDRESS

CITY STATE ZIP CODE COUNTRY

Mailing Address:
IF DIFFERENT FROM RESIDENCE ADDRESS7b. Full Name:
FIRST MIDDLE MAIDEN (IF APPLICABLE) CURRENT LAST SUFFIXResidence Address:
STREET ADDRESS

CITY STATE ZIP CODE COUNTRY

Mailing Address:
IF DIFFERENT FROM RESIDENCE ADDRESS**Answer the following questions by checking appropriate "Yes" or "No" box and providing information as requested.**

8. Has the minor ever been convicted of a felony? [] Yes [] No

9. Is the minor currently incarcerated? ** [] Yes [] No

If yes, indicate facility name:

Facility Location:

10. Is the minor a probationer with any court? ** [] Yes [] No

If yes, indicate court name:

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

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

12. Reason for name change application

[] Supplemental sheet attached

** 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 consideration of such application under the reasons alleged in the application for the requested change of name. Attach explanatory documentation to the application.

Pursuant to § 8.01-217 of the Code of Virginia, 1950, as amended, I request that the Court find that a change of name is in the best interest of the minor and order a change of the minor's name from:

.....
FIRST MIDDLE LAST SUFFIX

to

.....
FIRST MIDDLE LAST SUFFIX

SIGNATURE OF APPLICANT

Applicant's Telephone Number:

Applicant's Email Address:

Commonwealth/State of

[] City [] County of

The forgoing instrument was subscribed and sworn to/affirmed before me this

..... day of, 20

by

NAME OF APPLICANT

[] CLERK [] DEPUTY CLERK
[] NOTARY PUBLIC My commission expires:
Registration No.

[] JOINT APPLICATION: I join in this Application for Change of Name (Minor)

Name:
FIRST MIDDLE LAST SUFFIX

Residence Address:
STREET ADDRESS

.....
CITY STATE ZIP CODE COUNTRY

Mailing Address:
IF DIFFERENT FROM RESIDENCE ADDRESS

Relationship to minor:

SIGNATURE OF PERSON JOINING APPLICATION

Commonwealth/State of

[] City [] County of

The forgoing instrument was subscribed and sworn to/affirmed before me this

..... day of, 20

by

NAME OF PERSON JOINING APPLICATION

[] CLERK [] DEPUTY CLERK
[] NOTARY PUBLIC My commission expires:
Registration No.

ORDER FOR CHANGE OF NAME (MINOR)

Commonwealth of Virginia

VA. CODE § 8.01-217

Case No. _____

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

IN RE:

A verified application has been filed which affirms that the applicant is the minor's

☐ mother ☐ father ☐ and the minor's other parent has joined the application ☐ guardian OR ☐ next friend,
such application requesting the change of the minor's name from

to

ADDRESS OF APPLICANT

☐ _____

ADDRESS OF PARENT WHO JOINED IN THE APPLICATION

The Court finds

☐ that notice pursuant to § 8.01-296☐ has been provided to a parent who has not joined in and has not objected to the application to change the minor's name.☐ is not required because _____☐ that an answer to the application has been filed by a parent and service upon that parent is not required.☐ by clear and convincing evidence that notice to a parent would present a serious threat to the health and safety of the applicant and therefore such notice is waived by the Court.☐ The Court finds that the application complies with the requirements of subsection B of Virginia Code § 8.01-217, and that the requested change of name ☐ is ☐ is not in the best interest of the minor.☐ The Court previously found that the minor 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 minor's name of

_____ 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.☐ 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 the minor's name is hereby denied and this cause is dismissed.

Entered this _____ day of _____

JUDGE

STATEMENT OF DUE DILIGENCE USED TO
REQUEST AN ORDER OF PUBLICATION OR POSTING

You have told the Clerk that the child's biological parent (father/ mother) cannot be found, and you wish to have an order of publication or posting entered. To obtain such an order you must show you have used due diligence to find him/her. The Clerk and the Court will use your answers to these questions to determine if you have used due diligence.

1. What is the father/ mother's last known address?

2. Have you attempted to serve process on father/ mother's last at that address?

3. If not, why not?

4. If you claim the father/ mother no longer lives at that address, what is the basis for that claim?

5. Do you know the father/ mother's last phone number, and, if so, what is it?

6. Does the father/ mother spouse use social media, such as Facebook?

7. If so, have you tried to contact the father/ mother through social media and what were the results?

8. Does the father/ mother use social media and you have not tried to contact him/her through it, please explain why.

9. Do you know any family members or friends of the father/ mother might know his/her address, and, if so, what are their names?

10. Which ones have you contacted to try to learn the father/ mother address?

11. If you have not contacted all of them, please explain why.

12. Have you learned any address for the father/ mother spouse from family, friends, or social media, and, if so, what is it?

13. Have you tried to serve process on the father/ mother at this address, and, if not, why not?

14. When and where did you last see the father/ mother and what were the circumstances?

15. When did you last speak to the father/ mother?

16. If the father/ mother's support payments directly to you, from what address are the payments mailed?

Applicant's signature

NOTICE OF HEARING

Commonwealth of Virginia

Case No. _____

_____**NORFOLK**_____ Circuit Court

_____**150 ST. PAULS BLVD, NORFOLK VA 23510**_____
COURT ADDRESS

_____, plaintiff

V.

_____, defendant

TAKE NOTICE that on _____, 20____ at _____ a.m., or soon
thereafter in the Norfolk Circuit Court, the Plaintiff/Defendant will move the Court to
enter an Order relative to the _____ filed.

DATE

SIGNATURE

Please Serve:

