

Commonwealth of Massachusetts
Bristol County Probate & Family Court



Gina L. DeRossi
Register of Probate

PETITION FOR CHANGE OF NAME (MINOR)

Use these instructions ONLY if:

- ✓ You wish to change the name of the minor; *AND*
- ✓ The Minor is a resident of Bristol County.

STEP 1: COMPLETE THE FORMS: Fill out all forms completely using permanent black ink. You may also complete the forms on line at www.bristolcountyprobate.com.

In ALL cases you must fill out the following forms:

- ✓ **PETITION FOR CHANGE OF NAME.**
 - Use full legal name, including full middle name, as spelled on the birth certificate (unless name has been changed by court order or by marriage).
 - No initials should be used when signing or writing name.
- ✓ **AFFIDAVIT DISCLOSING CARE AND CUSTODY PROCEEDINGS.** This form along with separate Instructions are available at the Registry or on line at www.bristolcountyprobate.com.

In SOME cases, you may need or choose to fill out the following additional form(s):

- ✓ **REQUEST FOR RECORD INFORMATION (CORI).** MUST be filed for any minor age ten (10) or older requesting to have their name changed.
- ✓ **MOTION (TO WAIVE PUBLICATION).** This form is available at the Registry or online at www.bristolcountyprobate.com. Publication is required in all name change cases unless waived by a judge. This form can be used to ask for such a waiver.

IMPORTANT: With the above documents, you **MUST file a CERTIFIED, CIVIL, LONG FORM BIRTH CERTIFICATE**. If this Certificate is written in a language other than English, you must submit an authorized translation with the Certificate.
If the name has previously been changed by court order or marriage, you must file those documents.

STEP 2: COPIES: Make a copy of all completed forms. Assemble the copies so that you have 2 COMPLETE PACKETS OF THE FORMS – the originals and the copies. Keep the copies for yourself. You may have to make additional copies from these copies in the future.

STEP 3: FILE THE PAPERS: Deliver or mail the original documents to the Registry of Probate for processing at 40 Broadway, Suite 240, Taunton, MA 02780.

INCLUDE THE FEE:

When publication is required: **\$180.00**
When a Motion to Waive Publication is filed: **\$165.00**

The fee may be payable by money order or personal check to the Registry of Probate. If the documents are filed in person at the Probate & Family Court Registry at 40 Broadway, Suite 240, Taunton, MA , you may also pay by cash or major credit card.

STEP 4: RECEIVE A NOTICE FROM THE COURT: Once you have filed the appropriate papers with the Registry you will receive a *Notice* from the court, unless you have filed a Motion to Waive Publication which was approved. This *Notice* provides instructions on how to serve interested persons and a “return date”. This date is an objections deadline, it is NOT a hearing date, and you should not go to court on this date.

STEP 5: COMPLETE THE RETURN OF SERVICE: A *Return of Service* will be attached to your *Notice* for completion. Follow the instructions on the *Return of Service* carefully before returning it to the Registry.

NOTE: *A legal name change does not amend an original birth certificate.*

Please be advised that the information in this pamphlet is provided as a service of the Bristol County Probate & Family Court Registry and does not constitute legal advice which can only be given to you by an attorney.

Bristol County Probate & Family Court Registry
40 Broadway, Suite 240
Taunton, MA 02780
(508) 977-6040
www.BristolCountyProbate.com