# Form C- Name Change of Minor by Both Parents

## INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached or you may re-type the forms using the identical format provided by the Office of the Lieutenant Governor. **All forms must be typed**. Forms may be copied.

THE FOLLOWING FORMS ARE INCLUDED IN THIS PACKET AND MUST BE SUBMITTED UPON COMPLETION:

**PETITION**

**FACT SHEET**

**NOTICE OF CHANGE OF NAME**

**ORDER**

**$50 NON-REFUNDABLE FILING FEE**

All Petitions must be accompanied by a Money Order or Cashier's Check made payable to the Office of the Lieutenant Governor in the amount of $50.00; No personal checks will be accepted. Cash payment will only be accepted when the Petitioner hand carries documents into the Office of the Lieutenant Governor.

## **INSTRUCTIONS FOR COMPLETING THE PETITION** (pages 6 to 8)

(1) This is the official heading. You type in your **full, legal name** of each parent, one on each line. Type the child's full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after "for and on behalf of." **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME**.

(2) Type your full name of each parent just as they appear in the heading.

(3) Type in all the information requested for each parent. Put each Petitioner's father's full name and mother's first name and maiden name.

(4) Type in the child's date of birth, the child's place of birth, and the name of the child as it appears in the heading.

(5) Type the child's name exactly as you want it to appear after it is changed.

(6) Type in Petitioner's state of residence and current address. If Petitioners live at different addresses, type both addresses and identify as "mother's" and "father's."

(7) Type the child's name as it appears in the heading and then the name as you want it to be after it is changed.

(8) Type the date in the first blank. Make sure you **date the petition here either at the time you have it notarized, or before you have it notarized, because if you date it after the date is notarized it will not be processed.** Type the name of the city in the second blank.

(9) Sign the petition in black ink, exactly as it is typed in the heading. Do not use initials or nicknames in the signature.

(10) Type in both parent names in the spaces provided.

(11) Sign the petition in black ink in front of the notary. Do not use initials or nicknames, sign your full, legal name. The notary will complete his/her portion of this page.

**INSTRUCTIONS FOR COMPLETING THE NOTICE OF CHANGE OF NAME** (page 11)

- At the top of the page, type Petitioners names, address and telephone number in the space provided.

- Type in the full, legal name of each parent, one on each line after "In the Matter of the Petition of".

- Type the child's full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after "for and on behalf of".

- Type the full name of each parent just as they appear on the Birth Certificate and as you want it to appear after it is changed.

Submit one (1) original of NOTICE OF CHANGE OF NAME, copies not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You may then mail or take the NOTICE to the newspaper agency for publication.** The NOTICE of Change of Name must be published in the newspaper and an affidavit executed within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. **Failure to publish within the time required automatically voids the petition for change of name.**

The petitioner must make sure the newspaper will mail the AFFIDAVIT of publication to our office within sixty (60) days of publishing and a copy of the AFFIDAVIT to you for you files. If we do not receive an AFFIDAVIT from the newspaper, at the end of sixty (60) days, we will assume that you did not have the change of name published and your Petition will be voided. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

## INSTRUCTIONS FOR COMPLETING THE ORDER (pages 12 to 13)

- Halfway down the page, type in petitioner's name, address and telephone number in the space provided.

- Type in the full, legal name of each parent, one on each line after "In the Matter of the Petition of."

- Type the child's full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after "for and on behalf of".

- Type the child's name exactly as it appears in the heading, and then the name you want it to be after it is changed.

- We will fill in the dates of publication.

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER, (See H.R.S. 574-6b).

## INSTRUCTIONS FOR RETURNING DOCUMENTS

Mail or deliver documents to:

Office of the Lieutenant Governor
State Capitol
415 South Beretania Street, 5th Floor
Honolulu, Hawaii 96813

For additional information, call (808) 586-0255.

## The following must be submitted to the Lieutenant Governor's Office.

_____ BIRTH CERTIFICATE - a *certified* copy of your original birth certificate from the state you were born. Certification must be not older than 90 days prior to submission of your name change forms. Foreign birth certificates must be translated into English. Original Certificate of Naturalization or Alien Registration Card and Passport (if applicable) must also be submitted.

_____ PETITION - notarized within 30 days prior to submission of name change forms

_____ FACT SHEET

_____ NOTICE OF CHANGE OF NAME

_____ ORDER - original plus five (5) copies

_____ NON-REFUNDABLE FILING FEE - Money Order or Cashier's Check made payable to the Office of the Lieutenant Governor in the amount of $50.00; No personal check will be accepted. Cash will only be accepted when the petitioner hand carries documents into the Office of the Lieutenant Governor.

_____ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (copies acceptable)

_____ Petitions with liquid paper corrections must be initialed by the notary

_____ Please submit 2 self-addressed stamped envelopes:
(1) legal size envelope with $.45 stamp
(1) large manila envelope with $1.50 stamp

**A PETITION CONTAINING TYPOGRAPHICAL ERRORS, MISSING INFORMATION OR OTHERWISE NOT IN CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT BE ACCEPTED FOR PROCESSING.**

**NOTICE REGARDING LEGAL ADVICE**

The Office of the Lieutenant Governor cannot render legal advice regarding name changes. We can only answer questions related to the procedures involved in processing name changes. IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

OF THE STATE OF HAWAII

| | | |
|---|---|---|
| | In the Matter of the Petition of | ) |
| (1) | _____ | ) |
| | and (Father) | ) |
| | _____ | ) |
| | for and on behalf of (Mother) | ) |
| | _____ | ) |
| | a minor, | ) |
| | For Change of Name | ) |

PETITION

TO THE HONORABLE SHAN S. TSUTSUI, LIEUTENANT GOVERNOR OF THE STATE OF HAWAII:

(2) COMES NOW _____ and
(Father)
_____your Petitioners herein, and respectfully pray that an order
(Mother)
be entered herein changing the name of their minor child and in support thereof represent as follows:

I. (Father)

(3) That your Petitioner is _____

date of birth is _____
(petitioner)
place of birth is _____
(petitioner)
father's name is _____
(petitioner) (Name as shown on birth certificate)
mother's maiden name is _____
(First) (Middle) (Surname)

II. (Mother)

That your Petitioner is _____

date of birth is _____
(petitioner)
place of birth is _____
(petitioner)
father's name is _____
(petitioner) (Name as shown on birth certificate)
mother's maiden name is _____
(First) (Middle) (Surname)

III.

(4) That your Petitioners are parents of the minor child herein, born on

_____ at _____

The name on the minor's birth certificate is _____

IV.

(5) That your Petitioners are now requesting that they be permitted to change the name of their

minor child to _____,

for the following reason: _____

V.

(6) That your Petitioner is a resident of the State of _____

and their current residence address is _____

_____

(7) WHEREFORE, your Petitioners pray that an order be entered herein changing the name of their minor child from _____

to _____

(8) Dated: _____ _____, Hawaii
(City)

_____
Petitioner (Father of Minor)

_____
Petitioner (Mother of Minor)

STATE OF HAWAII )
)
COUNTY OF _____ ) SS.
(Honolulu, Hawaii, Maui, Kauai)

(10) _____ and _____
(Father) (Mother)
being first duly sworn on oath depose and say:

That they are the Petitioners herein, that they have read the foregoing Petition, know the contents thereof, and that the same are true to the best of their knowledge.

(11)

_____
Petitioner (Father of Minor)

_____
Petitioner (Mother of Minor)

Subscribed and sworn to before me

this _____ day of _____ 20 __

_____
Notary Public, State of Hawaii
My Commission expires: _____

**FACT SHEET**

**(INFORMATION REGARDING THE FATHER OF MINOR CHILD)**

Each Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Name.

1. What is the name on your Birth Certificate? What is the File No? Dated

_____ _____ _____

2. What is the name on your Certificate of Naturalization? What is the No? Dated

_____ _____ _____

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and places thereof:

| Married to | Date of Marriage | Place of Marriage |
|---|---|---|
| | | |

| Divorced From | Date of Divorce | Place of Divorce |
|---|---|---|
| | | |

6. List the names, date and place of birth of all your living children:

| Name | Date of Birth | Place of Birth |
|---|---|---|
| | | |

7. What is the reason for legalizing this name change?

_____

_____

8. I, (Minor Child) was born in the State of Hawaii, and wish to have the name on my birth certificate amended in the following way:

_____

(First Name) (Middle Name) (Last Name)

**FACT SHEET**

**(INFORMATION REGARDING THE MOTHER OF MINOR CHILD)**

Each Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Name.

1. What is the name on your Birth Certificate? What is the File No? Dated

_____ _____ _____

2. What is the name on your Certificate of Naturalization? What is the No? Dated

_____ _____ _____

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and places thereof:

| Married to | Date of Marriage | Place of Marriage |
|---|---|---|
| | | |

| Divorced From | Date of Divorce | Place of Divorce |
|---|---|---|
| | | |

6. List the names, date and place of birth of all your living children:

| Name | Date of Birth | Place of Birth |
|---|---|---|
| | | |

7. What is the reason for legalizing this name change?

_____

_____

8. I, (Minor Child) was born in the State of Hawaii, and wish to have the name on my birth certificate amended in the following way:

_____

(First Name) (Middle Name) (Last Name)

Name

Address

City, State, Zip Code

Telephone #

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IN THE OFFICE OF THE LIEUTENANT GOVERNOR
STATE OF HAWAII

| | |
|---|---|
| In the Matter of the Petition | ) |
| of | ) |
| | ) |
| _____ | ) |
| and (Father) | ) |
| | ) |
| _____ | ) |
| for and on behalf of (Mother) | ) |
| | ) |
| _____ | ) |
| a minor, | ) |
| For Change of Name _____ | ) |

NOTICE OF CHANGE OF NAME

Upon consideration of the Petition of _____and

_____, and there appearing to me to be good reasons for

granting the same:

NOW, THEREFORE, by virtue of the authority vested in me by law and thereunto

enabling, I, Shan S. Tsutsui, Lieutenant Governor of the State of Hawaii, do hereby give public notice

that the name of _____ shall be changed to

_____upon a single publication in

the Honolulu Star-Advertiser, a newspaper of general circulation in the State of Hawaii, published

at Honolulu, Hawaii.

DATED: Honolulu, Hawaii _____

_____
SHAN S. TSUTSUI
Lieutenant Governor of the State of Hawaii

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LAND COURT REGULAR SYSTEM

Name:
Address:
City, State, Zip:
Telephone #:

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IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

| | | |
|---|---|---|
| In the Matter of the Petition | ) | |
| | ) | |
| of | ) | |
| | ) | |
| _____ | ) | |
| and (Father) | ) | |
| | ) | |
| _____ | ) | ORDER |
| for and behalf of (Mother) | ) | |
| | ) | |
| _____ | ) | |
| a minor, | ) | |
| | ) | |
| For Change of Name | ) | |
| _____ | ) | |

ORDER

The Notice of Change of Name of _____

having been published on _____ in a newspaper of general circulation in the State of Hawaii,

I, Shan S. Tsutsui, Lieutenant Governor of the State of Hawaii, by virtue of the authority vested in me

by law and thereunto enabling, do hereby order that the name of _____

_____ be changed to _____

effective _____.

Dated: Honolulu, Hawaii _____

_____
SHAN S. TSUTSUI
Lieutenant Governor of the State of Hawaii

The following is to be signed by the minor (over the age of ten) and returned with the Petition for change of name.

## CONSENT TO CHANGE OF NAME

I, _____, whose parents (Petitioners) are

_____and _____

presently residing at _____do hereby consent to

having my name changed from _____to

_____.

DATED: _____

_____
Signature of Minor

_____
Signature of Petitioner (Mother)

_____
Signature of Petitioner (Father)