Form D – Name Change for Family

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

NOTICE TO CONVICTED SEXUAL OFFENDERS

PURSUANT TO ACT 47 OF 2007, IF YOU ARE A CONVICTED SEXUAL OFFENDER, WITH AN OBLIGATION TO REGISTER UNDER HRS CHAPTER 846E, YOU ARE PROHIBITED FROM CHANGING YOUR LEGAL NAME IN THE OFFICE OF THE LIEUTENANT GOVERNOR WITHOUT PRIOR COURT APPROVAL.

TO ENSURE COMPLIANCE WITH THE LAW, THE OFFICE OF THE LIEUTENANT GOVERNOR WILL CONDUCT A CRIMINAL BACKGROUND CHECK ON ALL NAME CHANGE APPLICANTS.

$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 7 to 11)

(1) This is the official heading. Type in father, mother and minor children's **full , legal name** which would be your name exactly as it appears on your birth certificate unless you have subsequently married or legally changed your name. **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME.**

(2) Type father and mother's full, legal name in the spaces provided.

(3) Type in all information requested for the father. If your father's name is not listed on the birth certificate, type in "unknown".

(4) Type in father's name as it appears on birth certificate/certificate of naturalization.

(5) Type in all other names you have used even if they were not legal names. If your name has been changed previously, provide the former name, date and the place where the name change(s) was granted. This includes divorced persons whose divorce decree changes their names.

(6) Type in all information requested for the mother. If your father's name is not listed on the birth certificate, type in "unknown".

(7) Type in mother's name as it appears on birth certificate/certificate of naturalization.

(8) Type in all other names you have used even if they were not legal names. If your name has been changed previously, provide the former name, date and the place where the name change(s) was granted. This includes divorced persons whose divorce decree changes their names.

(9) You must provide a street address. For those islands in those locations where there are no street addresses you may use a P.O. Box, but please describe the general location of your residence.

(10) Type in the information requested for all minor children even those whose names are not being changed.

(11) Check the appropriate response. If either Petitioner has been convicted of a felony or a sexual offense, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms and conditions of parole or probation, the date of final discharge of the sentence, whether there was a deferred acceptance of a guilty or no contest plea, if there was a pardon, and by whom the pardon was granted.

(12) Type in the names of the Petitioners exactly as they want them to appear after they are legally changed. Do the same for each of the minor children whose names are being changed.

(13) Type the names of the Petitioners and minor children as they appear in the heading and then as you want them to appear after they are changed.

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

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

in the signature.

(16) Type the full, legal name of both petitioners.

(17) **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.

The **PETITION** for Change of Name must be submitted with the **NOTICE OF CHANGE OF NAME** and **ORDER** properly filled out. The directions for filling out these two documents are provided below.

1) **ORDER.**(pages 17 & 18) Type in petitioners name, address and phone number in the space provided. Type in the full, legal name, one on each line after "In the Matter of the Petition of." Type your legal name in the heading exactly as you did on the Petition. Leave the spaces for dates in the body of the document blank, but type in your legal name and your new name in the proper spaces. We will fill in the dates of publication. Submit one (1) original and five (5) copies of the **ORDER** to our office along with the **PETITION.**

   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).

2) **NOTICE OF CHANGE OF NAME.** (pages 19 & 20) At the top left hand corner type your name and address in the space provided. Type your legal name in the heading exactly as you did on the Petition. Type your legal name in the space provided in the body of the document and then the name as you wish it changed.

   Submit one (1) original of NOTICE OF CHANGE OF NAME, copies are 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 and a copy of the AFFIDAVIT to you for your 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 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.

FOR YOUR INFORMATION

Regarding the first page of the **P E T I T I O N**

I.

(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)

PETITIONER'S PARENTS (not minor's parents)

II.

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)

PETITIONER'S PARENTS (not minor's parents)

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

OF THE STATE OF HAWAII

In the Matter of the Petition	)
	)
of	)
	)
(1)_____	)
and (father)	)
	)
_____	)
(mother)	)
for themselves and for and on behalf of	)
	)
_____	)
	)
_____	)
	)
_____	)
minor children,	)
	)
For Change of Names	)
_____	)

PETITION

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

(2) COMES NOW _____
(father)
and _____ your Petitioners herein, and respectfully
(mother)
pray that an order be entered herein changing their names and the names of their minor child and in support thereof represent as follows:

I.

(3) That your Petitioner is _____,whose date of birth is _____;

place of birth is _____;

father's name is _____;
(father) (First, middle, and last name)

mother's name is _____;
(mother) (First, middle, and surname)

(4) That the name on your Petitioner's birth certificate/certificate of naturalization is

_____.

(5) That other names Petitioner is using or has used are as follows:

_____.

II. (mother)

(6) That your Petitioner is _____,whose date of

birth is _____;

place of birth is _____;

father's name is _____;
(First, middle, and last name)

mother's name is _____;
(First, middle, and surname)

(7) That the name on your Petitioner's birth certificate/certificate of naturalization is

_____.

(8) That other names Petitioner is using or has used are as follows:

_____.

III.

(9) That your Petitioner's residence is in the State of _____

and their current residence address is _____.

IV.

That your Petitioners are the parents of the following minor children:

	Name on Birth Certificate	Date of Birth	Place of Birth
(10)			

V.

(11) That your Petitioner Husband:

_____ has not been convicted of a felony or a sexual offense.

_____ has been convicted of a felony.

_____ has been convicted of a sexual offense.

Felony or Sexual Offense	Date of Conviction	Disposition

If Petitioner Husband has been convicted of a felony or a sexual offense, respond to the following questions:

1. Fully explain the charges.

2. Fully explain the sentence.

3. Fully explain the terms and conditions of parole or probation.

4. Fully explain the date of final discharge of the sentence.

5. Fully explain whether there was a deferred acceptance of a guilty or no contest plea.

6. Fully explain if there was a pardon, and by whom the pardon was granted.

That your Petitioner Wife:

_____ has not been convicted of a felony or a sexual offense.

_____ has been convicted of a felony.

_____ has been convicted of a sexual offense.

Felony or Sexual Offense	Date of Conviction	Disposition

If Petitioner Wife has been convicted of a felony, respond to the following questions:

1. Fully explain the charges.

2. Fully explain the sentence.

3. Fully explain the terms and conditions of parole or probation.

4. Fully explain the date of final discharge of the sentence.

5. Fully explain whether there was a deferred acceptance of a guilty or no contest plea.

6. Fully explain if there was a pardon, and by whom the pardon was granted.

VI.

That this Petition is not filed for the purpose of avoiding payment of debts to creditors; your Petitioners have been and are good law-abiding citizens and your Petitioners state that this Petition for Change of Name is not for wrong or fraudulent purposes.

VII.

(12) That your Petitioners are now requesting that they be permitted to change their names to

_____ and _____,
(father) (mother)
and of their minor children to _____,

_____and _____.

WHEREFORE, your Petitioners pray that an order be entered herein changing the names as follows:

(13) FROM TO

(14) DATED: _____ _____, Hawaii.

(15) _____
Petitioner (Father sign name in full)

_____
Petitioner (Mother sign name in full)

State of Hawaii)
)
County of _____) SS.
(Honolulu, Hawaii, Maui, Kauai))

(16) _____ and
(father)
_____ being first duly sworn on oath depose
(mother)
and say:

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

(17) _____
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:

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 (Father)

_____
Signature of Petitioner (Mother)

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 was born/married in the State of Hawaii, and wish to have the name on my birth certificate ( ) or marriage certificate ( ) amended in the following way: (check appropriate box)

(Birth)_____ _____ _____
First Name Middle Name Last Name

(Birth)_____ _____ _____
First Name Middle Name Last Name

(Birth)_____ _____ _____
First Name Middle Name Last Name

(Birth)_____ _____ _____
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 was born/married in the State of Hawaii, and wish to have the name on my birth certificate ( ) or marriage certificate ( ) amended in the following way: (check appropriate box)

(Birth)_____	_____	_____
First Name	Middle Name	Last Name
(Birth)_____	_____	_____
First Name	Middle Name	Last Name
(Birth)_____	_____	_____
First Name	Middle Name	Last Name
(Birth)_____	_____	_____
First Name	Middle Name	Last Name

)
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)
)

LAND COURT REGULAR SYSTEM_____

Name:
Address:

Telephone #:

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

In the Matter of the Petition	)	
	)	
of	)	
	)	
_____	)	
and (father)	)	
	)	
_____	)	ORDER
(mother)	)	
for themselves and for and on behalf of	)	
	)	
_____	)	
	)	
_____	)	
	)	
_____	)	
minor children	)	
For Change of Names	)	
_____	)	

ORDER

The Notice of Change of Names of _____,

_____, _____,

_____, and _____

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 names of

_____, _____, _____

_____, and _____

shall be changed to _____, _____,

_____, _____ and _____

effective _____.

Dated: Honolulu, Hawaii: _____

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

Name

Address

City, State, Zip Code

Telephone #

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

In the Matter of the Petition	)
	)
of	)
	)
_____	)
and (father)	)
	)
_____	)
(mother)	)
for themselves and for and on behalf of	)
	)
_____	)
	)
_____	)
	)
_____	)
minor children	)
For Change of Names	)
_____	)

NOTICE OF CHANGE OF NAMES

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 names of _____, _____,

_____, _____

and _____ shall be changed to_____,

_____, _____, _____

and _____ 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

FATHER
SURVEY SHEET ON VOTER REGISTRATION
FOR AMERICAN CITIZENS ONLY

(CHECK ONLY ONE OF THESE)

_____I am not a registered voter and I am NOT interested in registering under my new name at this time.
STOP. DO NOT FILL OUT OR SIGN THIS FORM.

_____ I am NOT a registered voter, but would like to register to vote under my new name.

_____ I am a registered voter and would like my new changed on the voter registration list PLEASECOMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHNAGE FORMS.

_____ I am a registered voter and would like my name and address chnaged on the voter registration list. PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHANGE FORM.

When you have your name changed legally, you need to change your voter registration as well. Please fill out the information below and return this form with your name change Petition. When your name change order is signed by the Lieutenant Governor, your voter registration will automatically update to reflect your new name.

1. I am registered to vote on _____

   (Island)

2. My name is being changed from _____

   to _____

3. My residence address is _____

4. My telephone number is (H) _____ (B)

5. My mailing address is _____

6. My social security number is _____

7. My date of birth is _____

Signed, _____
(New Name)

Name Change Effective on: _____

Name Change granted by the Lt. Governor on: _____

MOTHER
SURVEY SHEET ON VOTER REGISTRATION
FOR AMERICAN CITIZENS ONLY

(CHECK ONLY ONE OF THESE)

_____I am not a registered voter and I am NOT interested in registering under my new name at this time.
STOP. DO NOT FILL OUT OR SIGN THIS FORM.

_____ I am NOT a registered voter, but would like to register to vote under my new name.

_____ I am a registered voter and would like my new changed on the voter registration list PLEASECOMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHNAGE FORMS.

_____ I am a registered voter and would like my name and address chnaged on the voter registration list. PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHANGE FORM.

When you have your name changed legally, you need to change your voter registration as well. Please fill out the information below and return this form with your name change Petition. When your name change order is signed by the Lieutenant Governor, your voter registration will automatically update to reflect your new name.

1. I am registered to vote on _____

   (Island)

2. My name is being changed from _____

   to _____

3. My residence address is _____

4. My telephone number is (H) _____ (B)

5. My mailing address is _____

6. My social security number is _____

7. My date of birth is _____

Signed, _____
(New Name)

Name Change Effective on: _____

Name Change granted by the Lt. Governor on: _____