Form E – Name Change of a Minor by One Parent With the Notarized Consent of the Other Parent

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 7 to 9)

(1) This is the official heading. Type in the **full, legal name** of the parent filing the Petition. 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."

(2) Type the full, legal name of the parent filing the Petition.

(3) Type in all the information requested. Type 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 in the **full, legal name of the non-petitioning parent** and their residence address.

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

(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 on 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 Petitioner's full, legal name.

(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 12)

- At the top of the page, type your name, address and telephone number in the space provided;
- Type in the full, legal name in the heading exactly as you did on the Petition;
- In the space after "Upon the consideration of the Petition of" type minor child's name as it appears on the heading;
- In the next space type the exact same name;
- Type child's new name after "shall be changed to".

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 take the NOTICE to the newspaper agency for publication.** The Notice of Change of Name must be published in the newspaper and affidavit executed within **sixty 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 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 COMPLETING THE ORDER (pages 13 to14)

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

-Fill out the heading exactly as you did on the Petition.

-In the space after "The Notice of Change of name of" type child's name as it appears in the heading.

-Leave the "published on" space blank.

-In the next space, type child's name exactly as it appears in the heading.

-After "be changed to" type child's new name.

-Leave all other spaces blank.

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.

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)
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)	_____	)
	(parent)	)
		)
	for and on behalf of	)
		)
	_____	)
	a minor,	)
		)
	For Change of Name	)

PETITION

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

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

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)

II.

(4) That your Petitioner is the parent of the minor child herein, born on

_____ at _____.

The name on the minor's birth certificate is _____.

III.

(5) That the father/mother of the minor child is _____ who resides at _____; and who has signed notarized consent to change of name of the minor which consent is attached.

IV.

(6) That your Petitioner is now requesting that the name of the minor child be changed to _____.

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

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

(9) _____
Petitioner (sign name in full)

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

(10) _____, being first duly sworn on oath depose and says:

That Petitioner is the person named herein, that Petitioner has read the foregoing Petition, knows the contents thereof, and that the same is true to the best of Petitioner's knowledge.

(11) _____
Petitioner (sign name in full)

Subscribed and sworn to before me

this _____ day of _____ 20_____

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

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

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

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

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

In the Matter of the Petition	)
	)
of	)
	)
_____	)
(parent)	)
	)
for and on behalf of	)
	)
_____	)
a minor,	)
	)
For Change of Name	)

NOTICE OF CHANGE OF NAME

Upon consideration of the Petition of _____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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)
)
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)
)
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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	)	
	)	
_____	)	
for and on behalf of (parent)	)	
	)	
_____	)	ORDER
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 parent

(Petitioner) is _____

presently residing at _____,do hereby consent to

having my name changed from _____to

_____.

DATED: _____

_____
Signature of Minor

_____
Signature of Petitioner

<u>The following is to be filled out and signed before a notary by the non-petitioning parent of the minor child, and filed with the Petition for Change of Name.</u>

CONSENT TO CHANGE OF NAME

I, _____, parent of

_____, residing at

_____, do hereby consent to having the

name of my minor child changed from _____

to _____.

DATED: _____

_____
Parent

State of _____)
) SS.
County of _____)

On this _____ , day of _____ before me personally appeared

_____ known to me to be the person described

and who executed the foregoing instrument and acknowledged that the same was executed as their

free act and deed.

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