Form F – Name Change of Parent and Minor Children
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

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 6 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 "his" or "her" depending on who is filing the Petition.

(4) Type in all the information requested by the Petitioner. Type Petitioner's father's full name and mother's first and maiden name.

(5) Type Petitioner's name that appears on the birth certificate or certificate of naturalization.

(6) Type all other names Petitioner has used or is using.

(7) Type the full, legal name of non-petitioning parent and their residence address.

(8) Type in Petitioner's current State of residence. For those locations where there are no street addresses, P.O. Boxes are allowed but please describe the general location of residence.

(9) Type in the names of Petitioner's minor children even if their names are not being changed.

(10) Check the appropriate response. If 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 of 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.

(11) Type the new name exactly as you want it spelled.

(12) Type the full, name of Petitioner and each minor and the new name exactly as you want it spelled.

(13) Type the date, 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 in the city.

(14) Sign the petition in your full, legal name exactly as it is typed in the heading. Do not use initials or nicknames in the signature. Type the County followed by Petitioner's full, legal name.

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

INSTRUCTIONS FOR COMPLETING THE NOTICE OF CHANGE OF NAME (pages 12 to 13)

- At the top of the page, type your name, address and telephone number.

- Type the heading exactly as you did in the Petition.

- Type the Petitioner's full, legal name in the next two blanks followed by the full, legal name of the minor Child and then the name as you wish it 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 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 newspaper will mail an AFFIDAVIT of publication to our office within two weeks and a copy of the AFFIDAVIT to you, for your files. If we do not receive and AFFIDAVIT from the newspaper, we will assume that you did not have the Change of Name published and your Petition will be voided at the end of sixty (60) days. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

INSTRUCTIONS FOR COMPLETING THE ORDER (pages 14 to 15)

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

- Type the heading exactly as it appears in the Petition.

- On the next page type the Petitioner's and Child's full, legal name exactly as it appears in the heading and then the name you want it to be changed to.

- 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 original 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 the original **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)	_____	)
	for and on behalf of	)
	and on behalf of	)
		)
	_____,	)
		)
	_____	)
	minor children	)
		)
	For Change of Name_____	)

PETITION

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

(2) COMES NOW _____your petitioner herein,

(3) and respectfully prays that an order be entered herein changing ____name and the

the names of minor(s) named above, and in support thereof represents as follows:

I.

(4) That your Petitioner is _____;

date of birth is_____;
(petitioner)
place of birth is_____;
(petitioner)
father's name is_____;
(petitioner) (Names as shown on birth certificate)
mother's maiden name is_____;
(First) (Middle) (Surname)

II.

(5) That the name on your Petitioner's birth certificate and or certificate of naturalization is _____.

III.

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

_____.

IV.

(7) That the father or mother of the minor(s) is_____ who resides at _____; and who has signed notarized consent to change of name of the minor which consent is attached.

V.

(8) That your petitioner is a resident of the State of _____, and present address is _____.

VI.

(9) That you Petitioner is the parent of the following minor children:

Names on Birth Certificate	Date of Birth	Place of Birth

VII.

(10) That you Petitioner:

_____ 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 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, by whom the pardon was granted.

VII.

That this Petition is not filed for the purpose of avoiding payment of debts to creditors; your Petitioner has been and is a good law abiding citizen and your Petitioner states that this Petition for Change of Name is not for wrong or fraudulent purposes.

XI.

(11) That your Petitioner is now requesting a Change of Name to _____ and that the names(s) of Petitioner's minor(s) also be changed to _____ and _____.

(12) WHEREFORE, your Petitioner prays that an order be entered herein changing Petitioner's name and those of the minor(s) listed herein from_____

to_____; and from_____

to_____; and from_____

to_____; and from_____

to_____.

(13) DATED:_____, Hawaii.

(14)

_____
Petitioner (sign name in full)

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

_____, 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.

(15)

_____
Petitioner (Sign name in full)

Subscribe 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 10) 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

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.

CONSENT TO CHANGE OF NAME

I, _____; parent of

_____, residing at

_____, do hereby consent to having the name

of my minor child changed from _____,

to _____.

_____
Parent

State of _____)
)
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 deed.

_____
Notary Public, State of Hawaii

_____
My commission expires:

Name

Address

City, State, Zip Code

Telephone#

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

In the Matter of the Petition	)
	)
of	)
	)
_____	)
	)
for and on behalf of	)
and on behalf of	)
	)
_____	)
	)
_____	)
minor children	)
	)
For Change of Names_____	)

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 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

)
)
)
)
)
)
)
)
)
)
)
)
)
)
)
)
)

LAND COURT REGULAR SYSTEM

Name
Address

Telephone #

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

In the Matter of Petition	)	
	)	
of	)	
_____	)	
for change of name	)	
and on behalf of	)	
	)	
_____	)	ORDER
	)	
_____	)	
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 the names of_____, _____

and _____, shall be changed to _____,

_____, and _____,

effective _____.

Dated: Honolulu, Hawaii: _____

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

FACT SHEET

(INFORMATION REGARDING THE PETITIONER OF MINOR CHILD)

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

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 placed thereof:

Married to	Date of Marriage	Place of Marriage

Divorced From	Date of Divorce	Place of Divorce

6. List the names, dates 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 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