

# **COURT OF COMMON PLEAS**

## **for the State Of Delaware**



## ***CHANGE OF NAME PETITIONS***

<http://courts.state.de.us/commonpleas/>

## **GENERAL INSTRUCTIONS**

- **Where to file:** your Petition for Change of Name and supporting documents must be filed in the Court of Common Pleas in the county in which you reside. If you or your spouse is in the military or seeking higher education in Delaware, you are eligible to change your name in Delaware only if you claim Delaware as your State of residency.
- **Filing Fee:** when you file your Petition for Change of Name, you will be required to pay a fee of \$85.00. You will receive the original Order signed by the Judicial Officer, plus eight certified copies of the signed Order. Additional copies may be obtained at a cost of \$10.00 per copy.
- **Required Documents:** you will be required to file the below-listed documents in the Court of Common Pleas in the county in which you reside. Petitions that are incomplete in any way will not be accepted. Contact information for the Court in each county is provided below.
  1. Petition for Name Change. In filling out the Petition, make certain you outline the full name of the individual seeking to have his/her name changed, indicating full addresses, including zip codes and daytime telephone numbers. This is important because the Court Clerk may need to contact you prior to your hearing date. If you move before receiving your copy of the Order, you must notify the Clerk's Office of your new address and telephone number.
  2. Affidavit of Petitioner.<sup>1</sup> The Affidavit of Petitioner form must be notarized by a Notary Public.
    - \* To locate a Notary Public, you can refer to public libraries, postal/passport services, police stations, insurance/realtor offices, car dealerships, or local government offices. Notary Publics typically charge a small fee for notarization services.
  3. Birth Certificate.
  4. Photo ID.
  5. Documents related to any previous name change.
  6. Final order of divorce, or any other court process that has led to this name change.
- **Hearing.** Once you have filed all of the required documents with the Court, you will be assigned a hearing date. You must appear 30 minutes before your scheduled appearance to check in with the bailiff and be directed to the appropriate courtroom. Proper dress is required to enter the courtroom.

## **CONTACT INFORMATION**

Please direct any questions to the Offices of the Clerk, Court of Common Pleas in the county in which you reside.

### **SUSSEX COUNTY**

1 The Circle  
Georgetown, DE 19947  
(302) 858-5730  
CCPSussex\_CivilFilings@delaware.gov

### **KENT COUNTY**

414 Federal Street  
Dover, DE 19901  
(302) 735-3900  
CCP\_KentCivilFax@delaware.gov

### **NEW CASTLE COUNTY**

500 N. King Street Wilmington,  
DE 19801  
(302) 255-0900  
CCP\_NCCCivilFilings@delaware.gov

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<sup>1</sup> An affidavit is a sworn statement; it must be signed and notarized. For more information, visit:  
<http://delcode.delaware.gov/title10/c053a/index.shtml>.



6. Petitioner certifies that there are no creditors or other persons who will be defrauded or adversely affected by said change of name.

7. Petitioner:

- Does  Does Not have pending criminal charges, and  
 Is  Is Not subject to supervision of the Department of Correction.

*COMPLETE THIS SECTION ONLY IF PETITIONER HAS PENDING CRIMINAL CHARGES OR IS CURRENTLY SUBJECT TO THE SUPERVISION OF THE DEPARTMENT OF CORRECTION*

8. The following criminal charges are pending against Petitioner: \_\_\_\_\_

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9. If Petitioner is on probation or parole, specify the name of the officer, the term of probation or parole, and the charge(s): \_\_\_\_\_

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner

