

COURT OF COMMON PLEAS

for the State Of Delaware



CHANGE OF NAME PETITIONS

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

THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE
INSTRUCTIONS FOR CHANGE OF NAME PETITIONS

This is your change of name packet. It includes the following documents:

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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:**¹ 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 in the Resources section on page 2.
 1. Petition for Name Change. The Petition for Name Change form is available on pages 4–5. In filling out the Petition, make certain you outline the full name of the individual(s) 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.² The Affidavit of Petitioner form is available on page 6. Importantly, you must have the Affidavit 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. Affidavit of Newspaper Publication. Notice must be given to the public that you are changing your name. To do this, you must publish the Newspaper Notice of Publication (available on page 7) in a newspaper of general circulation in the county in which you reside. Newspaper contact information is provided in the Resources section on page 2. Additionally:
 - ♦ The Notice must be published once a week for three consecutive weeks.
 - ♦ The Notice must have been published within the past six months.
 - ♦ You are responsible for the cost of the publication. Charges may vary by newspaper.
 - ♦ After publication is complete, the newspaper must fill out and sign the Affidavit of Newspaper Publication.
 - ♦ Contact information for newspaper publications is available in the Resources section on page 2.
 4. Birth Certificate.
 5. Photo ID.
 6. Documents related to any previous name change.
 7. 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.

¹ During the COVID-19 pandemic, the Supreme Court has suspended the requirement of a notarized signature.

² An affidavit is a sworn statement; it must be signed and notarized. For more information, visit: <http://delcode.delaware.gov/title10/c053a/index.shtml>.

RESOURCES

Petitioner(s) must be resident(s) of the State of Delaware in the county in which the petition is filed. Contact information for the Court and a number of approved locations for newspaper publication is provided below. Please direct any questions to the Offices of the Clerk, Court of Common Pleas in your county.

SUSSEX COUNTY

Sussex County Courthouse: 1 The Circle
Georgetown, DE 19947
(302) 858-5730
CCPSussex_CivilFilings@delaware.gov

Newspaper Publications:

The Sussex Countian (302) 678-3616
linda.miller@doverpost.com

The Cape Gazette Telephone: (302) 645-7700
(in-person only, and must bring ID)

KENT COUNTY

Kent County Courthouse: 414 Federal Street
Dover, DE 19901
(302) 735-3900
CCPKent_CivilFilings@delaware.gov

Newspaper Publications:

The Delaware State News (302) 741-8298
legalads@newszap.com

The Dover Post (302) 678-3616
linda.miler@doverpost.com

NEW CASTLE COUNTY

New Castle County Courthouse: Leonard J. Williams Justice Center
500 N. King Street
Wilmington, DE 19801
(302) 255-0942
CCPNCC_CivilFilings@delaware.gov

Newspaper Publications:

News Journal Company (302) 324-2500

Newark Post (302) 737-0724
legals@chespub.com

New Castle Weekly (302) 328-6005
newcastleweekly@aol.com

Middletown Transcript (302) 378-9531
Email: linda.miler@doverpost.com

**IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE
IN AND FOR
 NEW CASTLE COUNTY KENT COUNTY SUSSEX COUNTY**

IN RE: CHANGE OF NAME OF: _____)
 _____)
 PETITIONER(S) _____) C.A. No _____)
 _____)
 TO _____)
 _____)
 _____)

PETITION FOR NAME CHANGE

1. Petitioner, whose address is _____,
 has been a resident of _____ County, State of Delaware, for more than six
 months.

2. Petitioner's daytime telephone number is _____.

3. Petitioner's date of birth is _____, and Petitioner's location of
 birth is _____. (If current name is different from birth
 name, please provide documentation of previous name changes).

4. Petitioner desires to change his/her name from _____
 to _____. (If name change is due to divorce or other court process,
 please provide the Final Order in that matter).

5. The reason for the proposed change of name is: _____

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

7. Notice of this Petition has been published in _____
Newspaper in _____ County, Delaware, once per week for three weeks prior to the filing of this Petition. An Affidavit of Publication is attached hereto as "Exhibit A," and incorporated herein by reference.

8. 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

9. The following criminal charges are pending against Petitioner: _____

_____.

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

_____.

Date

Petitioner

Petitioner

