

INSTRUCTIONS FOR FILING A CHANGE OF NAME (ADULT)

These standard instructions are for informational purposes only and do not constitute legal advice about your case. If you choose to represent yourself, you are bound by the same rules and procedures as an attorney.

GENERAL INFORMATION BEFORE YOU FILE YOUR PETITION

- ◆ You must be a resident of the county in which you are filing the Petition.
- ◆ You must be 18 years of age or older.
- ◆ You must not have been convicted of or adjudicated a juvenile delinquent for a felony in this state or any other state or under federal law. If you have been convicted or adjudicated, you may be eligible to file Petition for Change of Name (Felon).
- ◆ The Court will not consider a Petition for a name change unless a fingerprint-based criminal history record check is conducted within 90 days prior to the filing of the Petition.
- ◆ Unless the Court has ordered that publication is not required, proof of publication must be completed and submitted to the Court prior to the name change being officially granted.
- ◆ You may want to check with the Court where you plan to file your case for specific days or times when name change hearings are scheduled. You may have your hearing on the same day that you file your case or a future hearing will be set. Some Courts may not require a hearing and will issue an Order for Publication following a review of the Petition and supporting documentation.
- ◆ For additional information, please review Colorado Revised Statutes §§13-15-101, -102, C.R.S.
- ◆ NOTE: If you are changing your last name to your spouse or partner's last name due to a marriage or civil union, you **do not** need to go through the process described in these instructions. Agencies such as the Department of Motor Vehicles, Social Security Administration, etc. will likely need to see a certified copy of your marriage or civil union certificate to change your last name on your driver's license, social security card, etc. You should contact these and any other relevant agencies to find out what additional information they may need to process your name change.
- ◆ If you have a disability and need a reasonable accommodation to access the courts, please contact your local ADA Coordinator. Contact information can be obtained from the following website:
http://www.courts.state.co.us/Administration/HR/ADA/Coordinator_List.cfm

COMMON TERMS

- Petition: Document officially commences the Change of Name process.
- Petitioner: The person filing a Petition for Change of Name.
- Public Notice: Change of name shall be published at least three times within 21 days from the date of the order in a legal newspaper in the county where this case is filed.
- May: In legal terms, "may" is defined as "optional" or "can."
- Shall: In legal terms, "shall" is defined as "required."

If you do not understand this information, please contact an attorney.

FEES

The filing fee is \$100.00. If you are unable to pay, you must complete the Motion to File without Payment and Supporting Financial Affidavit (JDF 205) and submit it to the Court. Once you submit the completed JDF 205 form and a blank Order (JDF 206), the Court will decide whether you need to pay the filing fee.

Other fees that a party to the case may encounter are as follows:

- Publication Fee Varies (May be payable to the Court or to the newspaper).
- Copies of Documents (Documents on File) \$.75 per page or \$1.50 if double-sided
- Copies of Documents (Documents not on File) \$.25 per page or \$.50 if double-sided
- Certification Fee \$ 20.00
- Cost of Fingerprints Varies (Payable to local law enforcement)
- Fingerprint-based Criminal History Check (Payable to CBI by Cash or Money Order only)
- Fingerprint-based Criminal History Check (Payable to Treasury of the United States by Money Order or Certified Check)

FORMS

To access forms online, go to the website at www.courts.state.co.us and click on the “Forms” tab. The packet/forms are available in PDF or WORD by selecting “County Civil - Adult Name Change”. You may complete a form online and print or you may print it and type or print legibly in black ink.

- JDF 426 Order for Publication for Change of Name
- JDF 427 Public Notice
- JDF 433 Petition for Change of Name
- JDF 448 Final Decree for Change of Name

STEPS TO FILING YOUR CASE



Step 1: Complete the required fingerprint-based criminal history check.

The Petitioner must submit a criminal history check from the Colorado Bureau of Investigation (CBI) and Federal Bureau of Investigation (FBI) at the time the Petition is filed. Please follow these steps:

- Contact your local law enforcement office to be fingerprinted. The Court may provide you with two fingerprint cards, or, in the event that your local court does not provide them, your local sheriff's department should. You will see a box labeled “Reason Fingerprinted” on the card in the upper left hand corner. Complete that box with the following: “§13-15-101 Legal Name Change.” It is important that the CBI and FBI know that the criminal history check is for a legal name change. Please write your name, home address, and date of birth clearly on the fingerprint card. If the agency completing the fingerprints uses an electronic print system, please do not write on the cards as the agency will automatically input the information.
- You are responsible for mailing or hand-delivering the completed fingerprint cards to the CBI and the FBI. Allow up to 13 weeks to process the criminal history check from the FBI. It can take 4 weeks to receive your criminal history check back from the CBI. **The criminal history results must be conducted within 90 days prior to the filing of the Petition.** For this reason, it is best to mail your FBI fingerprint card, wait 7 - 9 weeks, and then mail or hand-deliver your CBI fingerprint card. You will be provided with a full report from both agencies.
- The FBI requires an applicant information form to be submitted along with the fingerprint card. This form, along with additional information on FBI requests, can be obtained at the following link: : <https://www.fbi.gov/services/cjis/identity-history-summary-checks>
- Mail the completed fingerprint card and applicant information form to the FBI at, Criminal Justice Information Services (CJIS) Division, Attn: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306 along with a certified check or money order . **Do not fold the fingerprint card.** You can also contact customer service at 304-625-5590.
- Mail or hand-deliver your completed CBI fingerprint card to the CBI at 690 Kipling, Denver, Colorado 80215 along with a money order. **Do not fold the fingerprint card.** If you hand-deliver the fingerprint card, you can also pay by cash. The following link will give you information about obtaining a CBI background check as well as the fees charged: [CBI - Criminal History Record Information Fees](#). You can also contact CBI at 303-239-4208.
- If you have a felony conviction recorded in Colorado or any other state, and you know that it is inaccurate, it is your responsibility to obtain the disposition information from the court where such action occurred as identified in the CBI and FBI reports.
- You are also responsible for providing certified copies of any criminal dispositions that are not reflected in the Colorado Bureau of Investigations or Federal Bureau of Investigation records and any other dispositions which are unknown, by contacting the agency where such actions occurred.

Step 2: Complete the appropriate forms.

- Petition for Change of Name (Adult) (JDF 433).**
 - Complete all sections of this form.
 - Insert your current full name and proposed name change as identified in the caption below.
 - Attach the FBI fingerprint-based criminal history record check to the Petition as Exhibit A and the fingerprint-based criminal history record check from the CBI as Exhibit B. **Make sure that the fingerprint-based criminal history record checks are conducted within 90 days prior to the filing of the Petition.**
 - Attach any other criminal disposition documentation and identify as Exhibit B.
 - This Petition must be signed in the presence of a Court Clerk or Notary Public.

<input type="checkbox"/> County Court <input type="checkbox"/> District Court _____ County, Colorado Court Address: _____ In the Matter of the Petition of: (Insert your full legal name here.) For a Change of Name to: (Identify your proposed name here.)	 COURT USE ONLY 
Attorney or Party Without Attorney (Name and Address): Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____	Case Number: Division _____ Courtroom _____
NAME OF FORM	

- Order for Publication for Change of Name (JDF 426).**
 - Complete all sections of this form.
 - The Judge or Magistrate will sign the Order for Publication, if your Petition is approved.
- Public Notice (JDF 427).**
 - Complete all sections of this form.
 - This is the form that you will submit to the local newspaper to publish notice of the requested name change.
- Final Decree for Change of Name (JDF 448).**
 - Complete caption only.
 - The Judge or Magistrate will sign the Decree.
 - This form will be returned to you only upon proof of publication.

Step 3: You are ready to file your Petition with the Court.

- Provide the Court with the documents completed as described in Steps 1 - 2 above and pay the filing fee.
- If the Petition has not been signed in the presence of a Notary Public, you will sign the Petition before the Clerk at this time.
- The Court may require a self-addressed stamped envelope.

Step 4: Be prepared for your hearing, if a hearing is required by the Court.

You may be asked questions about your request for a name change.

Step 5: Publish proposed name change.

After the Order for Publication is entered, the change of name must be published at least three times within 21 days from the date of the publication order in a newspaper by using the Public Notice (JDF 427) form, unless pursuant to §13-15-102, C.R.S., you have been:

- The victim of a crime, the underlying factual basis of which has been found by the Court; to include an act of domestic violence as defined in §18-6-800.3(1), C.R.S.; or
- The victim of child abuse as defined in §18-6-401, C.R.S., or
- The victim of domestic abuse as defined in §13-14-101(2), C.R.S.

Step 6: Obtain a signed copy of the Decree for Name Change from the Court.

- Submit proof of publication to the Court. This can include copies of the newspaper notice.
- If publication is not required pursuant to §13-15-102, C.R.S., you will receive your Decree once ordered by the Court.
- If you need certified copies, please provide the appropriate fees.

Note: If you own property, you should record a Decree for Change of Name with the Clerk and Recorder's Office in the county where the property is recorded to reflect the new name on the property records.

- Check with the Clerk and Recorder's Office for the fee to record the name change, office hours, if the information can be submitted by mail or in person, etc.