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| <b>PS-12</b><br><br>8/08 | <b>Request to Change Name</b><br>(For An Adult) | Case Number: <i>(the clerk fills this in)</i> |
|--------------------------|---|---|

In the Probate Court of (county): \_\_\_\_\_ County, Alabama

Your **current** name: \_\_\_\_\_  
*first middle last*

To ask the court to change your name, you must fill out this form, and:

- Attach a **certified** copy of your birth certificate and a copy of your photo ID, and
- File your form and attachments in the same county where you live.

I declare that the following information is true:

① My **current** name is: \_\_\_\_\_  
*first middle last*

② My address is: \_\_\_\_\_  
*street city state zip*

③ My phone numbers are *(home)*: \_\_\_\_\_ *(work)*: \_\_\_\_\_

④ My date of birth is *(mm/dd/yyyy)*: \_\_\_\_\_

⑤ My name at birth was: \_\_\_\_\_  
*first middle last*

⑥ I am an adult (19 or older), of sound mind, and live in *(name of Alabama county)*: \_\_\_\_\_

⑦ The attached copy of my photo ID is my *(check one)*: ☐ Driver's license, # \_\_\_\_\_  
☐ Non-driver's photo, ID #: \_\_\_\_\_

⑧ I ask the court to change my name because *(explain why you want to change your name)*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

⑨ I want my **new** name to be: \_\_\_\_\_  
*first middle last*

⑩ I also declare:

- I am not now facing criminal charges, nor am I involved in any other court case.
- I have **never** been convicted of a criminal sex offense (as defined in Alabama Code § 15-20-21), a crime of moral turpitude, or a felony.
- I am not asking to change my name to avoid paying my debts or to commit fraud.
- I swear that all of the information I have provided above is complete and accurate.

I ask the court to grant this request and to issue an order changing my name.

*Sign below in front of a notary:*

▶

Date: \_\_\_\_\_

**Notary fills out below—**

Sworn to and subscribed before me, the undersigned authority,

By *(Print name of notary)*: \_\_\_\_\_

On this date: \_\_\_\_\_

▶

/ /  
*Date notary's commission expires*

*Notary signs here*

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*(Notary's seal here)*



## What Happens Now?

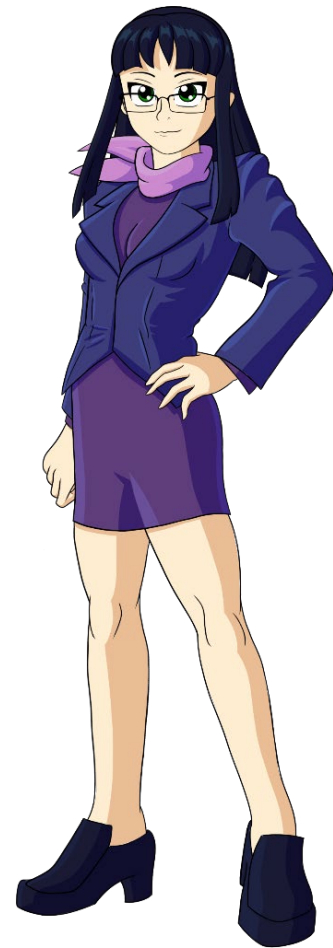
Lauren here! Congrats on getting your name change forms all buttoned-up and ready to go. But we can't celebrate quite yet: just having your forms in hand is but one part of the process. You'll need to take care of the rest of this stuff outside of my office...

But, don't sweat: I've prepped this handy checklist for you to take with you, free of charge! So, feel free to save a copy, print it out, write all over it – whatever helps you the most!

### Your To-Do List:

**State:** Alabama

- Check with your local probate court if a background check is needed. **Not all counties require them!**
  - **If so**, fill out an [Application To Review Alabama Criminal History Record Information](#) form.
  - **Also:** print out 2 copies of the [FBI Applicant Fingerprint Cards](#). You'll need them later.
- Take your name change form and your background check application (**if applicable**) to a registered notary and get them notarized.
  - **If you need a background check:** Take the completed and signed form to the local Sheriff's Office/Police Department. **There will be an admin fee of \$25.**
- Bring the following to your respective Probate Court:
  - Name Change Form (PS-12)
  - Background Check Form
  - 2 Proofs of Resident (eg. Lease, Utility bill, etc.)
  - Photo ID (Driver's License, Passport)
  - Birth Certificate



- Filing Fee - **\$25-95, depending on county.**
- File all these documents at your respective probate court.
- Wait for your hearing to be scheduled.
- Once you get a date, attend the hearing. **You MUST attend this.**

Remember! If the court asks you why you want to change your name, the following is perfectly acceptable: ***“I want a name that more accurately reflects my gender identity.”***

*Note: You may be required to show additional documents during this process. Bring your Driver’s License, Birth Certificate or Passport, and copies of bills showing your current address to any notary or court visit you make!*

After that – congratulations! You’ve got a bona-fide court order in hand, and your new name is – legally speaking – rightfully yours!

Next, you’ll want to get started updating your name with other government agencies:

- [Social Security Administration](#) (do this first!)
- [ALEA Driver’s License Online Services](#) (Schedule a Driver’s License Appointment. You have to go in-person if you’ve changed your name.)