

NOTICE TO PERSONS WHO HAVE HAD THEIR NAMES CHANGED:

(THIS IS FOR INFORMATIONAL PURPOSES ONLY, NOT PART OF ANY ORDER)

The Judge indicated at your court hearing that there are certain things you should do now that your name has been legally changed. This is just a reminder of some of the most common areas that may need to be contacted. If you have any questions about documents to complete or forms to obtain you should contact the department or agency directly involved. For example, the driver's license bureau can tell you what you must do to change your driver's license.

The following is a list of items for your consideration:

- Your driver's license or Minnesota ID card must be changed within 30 days.
- Your Social Security registration. (Telephone contact number is 1-800-772-1213)
- Your voter's registration.
- You must file a certified copy of this order with the county recorder of each county in which you, your spouse or minor children have an interest in land.
- State and Federal authorities
- Notify insurance companies and pension/retirement companies or department at work.
- Inform social service or other entitlement programs.
- Change car titles (and again the insurance company)
- Notify your bank and other institutions where you have loans, checking accounts, and savings.
- Amend your will if you have one. See your attorney about this and other legal items.
- Credit card accounts and other charge accounts should be changed.
- Passports (612-348-8241)
- Update records at school and university.
- If you are of draft age, the registration office should be informed of your new name.
- Notify military benefits offices if you have such rights.
- Your doctors' offices, dentist, pharmacy, and hospital may need to amend their records so your future insurance claims can be properly processed with your insurance carriers.
- Inform your postmaster and publishers of periodicals and publications.
- Your Tribe of registration if you are an enrolled Native American.
- Student loan servicing institution.
- Bureau of Citizenship and Immigration Services (1-800-375-5283)
- Minnesota Department of Health (birth certificates) (651-201-5000)

IT IS YOUR RESPONSIBILITY TO CHANGE YOUR NAME ON YOUR RECORDS.

If you have any questions about obtaining certified copies of the name change order, you should contact the record center at 612-348-3170; or to obtain a certified copy of your name change order, go to the Record Center, B-Level (B100) and pay the current fee for copies. The certified copy of your order will be mailed from the record center within 7-10 days following the hearing.

YOUR FILE NUMBER IS: 27-CV-22-7949



MINNESOTA JUDICIAL BRANCH

FOURTH JUDICIAL DISTRICT

Copy requests:

- The Fourth District Centralized Record Center is also providing copy services via mail, and email.
- Requests must include your name, address, and email address.
- Certified copies will be mailed back to you.
- Plain copies can be emailed if you provide an email address in your written request

Payment:

- There are multiple ways to pay and submit requests.
 - Credit cards - Attach your written request or Copy Request Form (attached) and submit it with your credit card payment through the electronic filing system (EFS) available thru the courts website at www.mncourts.gov. Your written request should detail what you need and include your return address.
 - If you are a party seeking a copy from your own case, submit the request using your case file number.
 - If you are not a party on the case from which you seek a copy, use 27-CV-21-40000.
 - Checks – Checks attached to written requests or the Copy Request Form (attached) may be:
 - Placed in the drop box located on the Skyway Level of the Hennepin County Government Center.
 - Mailed to Hennepin County District Court Records, 300 South Sixth Street, Minneapolis, MN 55487.