

# NAME CHANGE OF A MINOR INSTRUCTIONS

1. Complete the Verified Petition for a Name Change and Verification. Make a copy of both and file them at:

**Prothonotary's Office  
200 North River Street  
Wilkes-Barre, PA**

The Prothonotary will assign you a docket number, keep your original Petition, timestamp your copy, and return it to you.

2. Bring your timestamped copy and Order Scheduling a Hearing on Name Change to Family Court at:

**Judge Bernard C. Brominski Building  
113 West North Street  
Wilkes-Barre, PA**

**You must present your documents to the Judge during Motions on Tuesdays and Thursdays at 8:45 a.m. If all documents are completed properly, the Court will schedule your hearing at that time.**

3. Immediately following the scheduling of your hearing, take the Order Scheduling a Hearing on Name Change along with any copies to the Prothonotary's Office for filing. (If you do not have copies of the scheduled/signed Order, you will need to make copies at the Prothonotary's office.) **You should also request a judgment search from the Prothonotary's Office at this time.**
4. Publish the Notice (Re: Petition for Change of Name) with the appropriate periodicals. **You will need to pay in advance and request proof of publication from each periodical.**
5. Obtain the child's fingerprints from the State Police. (See attached sheet for fingerprint requirements) **If fingerprints are necessary, the completed fingerprint card must be provided to the Judge's Chambers as soon as possible after fingerprinting.**
6. Obtain a completed Affidavit of Consent from any non-petitioning parent and/or serve that parent with a copy of the Order Scheduling a Hearing on Name Change by both certified mail and first class mail.
7. On the day of the hearing or the day prior, you will need to obtain the judgment search from the Prothonotary's Office. The judgment search, along with all other applicable documents (such as proofs of publication, proof of service to the non-petitioning parent, and fingerprint card) is presented to the Court at the hearing and a proposed Decree for Change of Name. If you are requesting a change of name for more than one child, present a separate proposed Decree for Change of Name for each additional child.

Please note that all steps MUST be completed properly before a Hearing on Name Change can be heard. Not following instructions carefully may result in the postponement of any scheduled hearing.

All *pro se* petitioners are subject to the same requirements as any represented party in the State of Pennsylvania. Court staff is prohibited from providing legal advice to litigants.

## **Fingerprint Requirements for Name Change of a Minor**

Additional requirements for minors:

Pursuant to **Title 23 Pa. C.S.A §5105** Titled Fingerprints, a child who is 13 years or older shall be required to submit a set of fingerprints.

The fingerprints can be done by the State Police. A party must take to the State Police a filed copy of the Court's Order and Petition for Name Change when requesting fingerprints.

Pursuant to **Title 54 Pa. C.S.A. §702 (a) (2)**, the court must forward to the Pennsylvania State Police a duplicate copy of the application for change of name and a set of the child's fingerprints.

Once the child's fingerprints are obtained, the party must bring the child's fingerprints and a filed copy of the Court's Order and Petition for Name Change to Family Court, Judge Bernard Brominski Building, 113 West North Street, Wilkes-Barre, PA 18711

IN THE COURT OF COMMON PLEAS OF LUZERNE COUNTY,  
PENNSYLVANIA  
CIVIL DIVISION

In Re the Petition of

DOCKET No.

\_\_\_\_\_  
\_\_\_\_\_

On behalf of

\_\_\_\_\_  
\_\_\_\_\_

For a Name Change to

\_\_\_\_\_  
\_\_\_\_\_

**VERIFIED PETITION FOR A NAME CHANGE**

And now comes Petitioner(s), \_\_\_\_\_ on behalf of  
\_\_\_\_\_ and \_\_\_\_\_ by this Petition, and upon being duly  
sworn, respectfully represents and shows this Court:

1. That the Petitioner(s) is full legal age and is a bona fide resident of the County of Luzerne,  
Commonwealth of Pennsylvania, whose residence address is

\_\_\_\_\_  
\_\_\_\_\_.

Petitioner(s) has been a bona fide resident of Luzerne County, Commonwealth of Pennsylvania for  
\_\_\_\_\_ year(s) immediately prior to filling this Petition.

Petitioner(s) files this petition on behalf of \_\_\_\_\_ who was born on  
the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in the County of \_\_\_\_\_, State of  
\_\_\_\_\_ and country of \_\_\_\_\_. Also, Petitioner(s) files this petition behalf of  
\_\_\_\_\_ who was born on the \_\_\_\_\_ day of \_\_\_\_\_  
in the County of \_\_\_\_\_, State of \_\_\_\_\_, Country of \_\_\_\_\_.

2. Petitioner(s) present name is

\_\_\_\_\_  
\_\_\_\_\_

3. Petitioner(s) [ ] is not married or [ ] is married to

\_\_\_\_\_  
\_\_\_\_\_

4. Petitioner(s) is the  Father and/or  Mother of the following minor children

None

Age	Name	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Petitioner(s) represent that the Mother of \_\_\_\_\_ and \_\_\_\_\_ is \_\_\_\_\_ and the Father of \_\_\_\_\_ and \_\_\_\_\_ is \_\_\_\_\_.

Petitioner(s) and the minor children have resided at the following address(es) over the last five (5) years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Petitioner(s) requests the change of name for the following reasons (describe in detail)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. The proposed change in the Petitioner(s) name, if granted, will not be detrimental to the interests of any other person and is not against the public interest.

8. This Petition is **not** filed to defrauds creditors.

Wherefore, the Petitioner(s) on behalf of \_\_\_\_\_  
and \_\_\_\_\_,  
intending to change their names, requests that by an Order of this Court, made and entered herein,  
the Petitioner's Petition be granted and the name(s) be changed to and decreed to be:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_

(Sign Your Current Name)

Address:

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Telephone:

\_\_\_\_\_

IN THE COURT OF COMMON PLEAS OF LUZERNE COUNTY,  
PENNSYLVANIA  
CIVIL DIVISION

In Re the Petition of

DOCKET No.

\_\_\_\_\_  
\_\_\_\_\_

On behalf of

\_\_\_\_\_  
\_\_\_\_\_

For a Name Change to:

\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

I, (\_\_\_\_\_), (print your name) verify that the statements made in the foregoing Petition are true and correct to the best of my knowledge or information and belief.

I understand that this verification is made subject to the penalties of 18 Pa. C.S.A § 4904 relating to unsworn fabrication to authorities, which provides that if I knowingly make false averments, I may be subject to criminal penalties.

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

\_\_\_\_\_  
(Sign Your Current Name)

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PENNSYLVANIA  
CIVIL DIVISION

In Re the Petition of

DOCKET No.

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On behalf of

\_\_\_\_\_  
\_\_\_\_\_

For a Name Change to

\_\_\_\_\_  
\_\_\_\_\_

**ORDER SCHEDULING HEARING ON (MINORS') NAME CHANGE**

AND NOW, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon hearing of the within motion of \_\_\_\_\_, Petitioner(s) above named, it is ORDERED and DECREED that the within Petition be heard on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ before the Motions Judge, assigned Courtroom, Third Floor, Bernard Brominski Building, 113 W. North Street, Wilkes-Barre, PA 18711.

Petitioner(s) shall obtain a judgement search from all counties in which the subject minors have resided during the last five (5) years.

IT IS FURTHER ORDERED that Petitioner(s) shall obtain an affidavit of consent from any non-petitioning parent and/or serve a copy of this scheduling order by certified and regular mail forthwith.

IT IS FURTHER ORDERED that the Petitioner shall advertise once in the Luzerne Legal Register, and once in a newspaper of general circulation in Luzerne County.

BY THE COURT

\_\_\_\_\_, J.

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

Citizens' Voice  
75-79 North Washington Blvd.  
Wilkes-Barre, PA 18711-0523

**OR**

Times Leader  
15 North Main Street  
Wilkes-Barre, PA 18711

**AND**

Luzerne Legal Register  
Room 23  
Luzerne County Courthouse  
200 North River St.  
Wilkes-Barre, PA 18711

**Re: Petition for Change of Name**

Dear Sir/Madam:

Please advertise the Petition of the above referenced as follows:

NOTICE IS HEREBY GIVEN that on \_\_\_\_\_, \_\_\_\_\_ 20\_\_\_\_\_, the  
Petition of \_\_\_\_\_, was filed in the Court of Common Pleas of Luzerne  
County, No. \_\_\_\_\_ of 20\_\_\_\_\_, praying for a Decree to Change his/her name  
to \_\_\_\_\_ (print name change you are requesting).  
The Court has fixed \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_.m.,  
Orphans Court, Brominski Building, 3<sup>rd</sup> Floor, 113 West North Street, Wilkes-Barre,  
Pennsylvania, 18711, as the time and place for the hearing on said Petition, when and where  
all interested may appear and show cause why the prayer of the said Petitioner should not be  
granted.

\_\_\_\_\_(insert your full name)

\_\_\_\_\_(insert your address)

\_\_\_\_\_(insert your phone number)

Enclosed is my payment for publication. Please publish once in the next regular publication  
and send me proof of Publication to my address

Sincerely,

\_\_\_\_\_



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

Citizens' Voice  
75-79 North Washington Blvd.  
Wilkes-Barre, PA 18711-0523

**OR**

Times Leader  
15 North Main Street  
Wilkes-Barre, PA 18711

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\_\_\_\_\_(insert your full name)

\_\_\_\_\_(insert your address)

\_\_\_\_\_(insert your phone number)

Enclosed is my payment for publication. Please publish once in the next regular publication  
and send me you bill and proof of Publication to my address

Sincerely,

\_\_\_\_\_

IN THE COURT OF COMMON PLEAS OF LUZERNE COUNTY,  
PENNSYLVANIA  
CIVIL DIVISION

In Re the Petition of

DOCKET No.

\_\_\_\_\_  
\_\_\_\_\_

On behalf of

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\_\_\_\_\_

For a Name Change to

\_\_\_\_\_  
\_\_\_\_\_

**DECREE FOR CHANGE OF NAME**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, upon hearing on the within  
Petition and upon motion of \_\_\_\_\_, Petitioner(s), with proof of  
publication and proof that here are no judgements or decrees of record or any other matter of  
like effect against Petitioner(s), and it appearing that there are no legal objections to the  
granting of the prayer of the Petition, it is **ORDERED and Decreed** that the name of the  
subject minor be and is, from and after this date, changed to

\_\_\_\_\_.

BY THE COURT

\_\_\_\_\_

IN THE COURT OF COMMON PLEAS OF LUZERNE COUNTY,  
PENNSYLVANIA  
CIVIL DIVISION

In Re the Petition of

DOCKET No.

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On behalf of

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For a Name Change to

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BY THE COURT

\_\_\_\_\_

J.

J.