

INSTRUCTIONS FOR FILLING OUT NAME CHANGE DOCUMENTS

The name change documents consist of 6 pages. All places you need to fill in are shown by heavy black boxes. The boxes will NOT appear when you print the documents. If you hover your cursor over any box, the caption of that box will appear, telling you what information belongs in that box/blank.

Page One: This is the document you take to the offices of the News Gazette newspaper in downtown Champaign at 15 East Main Street. They also have their own form, if you prefer to use it. The first blanks should be a date at least six weeks after the first date your ad will appear in the News Gazette.

Pages Two and Three: This is the Petition you will file at the Courthouse, 101 East Main Street in downtown Urbana, asking the Judge to legally change your name. Pay careful attention to the captions when you hover your cursor as to whether you need to put your "Birth Name" or "New Name" in the blank, or other information. Be sure to read it thoroughly as you are swearing that numbers 5 and 6 are true. The certification portion beginning on the bottom of page 2 and going to the top of page 3 must be signed in front of a Notary Public. Student Legal Service has a Notary Public in the office any time it is open; the Tenant Union's notary is usually in the office; your bank should have a notary available when the lobby is open; the Champaign and Urbana public libraries should have a notary in them.

Page Four: "Affidavit in Verification" This form is for someone who knows you and knows of your intention to change your name to fill out and to sign in front of a Notary Public. This person must be at least 18 years old, legally competent, and not related to you.

Page Five This is the Order that the Judge will sign and date when you go to court. Be sure to fill in the blanks correctly – Birth Name and New Name. You will want to have several certified copies of the Order made at the Courthouse before you leave. The current cost is \$1.00 per page.

Page Six "Affidavit of Name Change" This is the form you will use, after the Judge signs the Order, to request that your name be changed to your new name on accounts, any official documents such as car title, property title or deed, your social security account, your drivers license, your registration with a school, etc.