

## NAME CHANGE GUIDELINES

**Welcome to the Saginaw County 10<sup>th</sup> Circuit Court – Family Division.** Statute, common law and Michigan Court Rules govern the name change process. The current statute is found at Michigan Compiled Laws Annotated (MCLA) 711.1 through 711.3. The current Michigan Court Rule is MCR 3.613. Current versions of the required forms can be found at the State Court Administrator's internet web site:

<http://courts.michigan.gov/scao/courtforms/namechange/ncindex.htm>.

You have requested materials in order to effectuate a name change. You are being provided with a set of documents in addition to this letter.

1. Petition to Change Name – must be filled out in its entirety. It is especially important to correctly fill out all boxes in #7 if the request is for a minor.
2. Publication of Notice of Hearing – must be filled out in its entirety.
3. Order following Hearing on Petition to Change Name – must be filled out in its entirety.
4. Special instructions regarding fingerprints – for individuals 22 years of age or older.
5. Waiver/Consent
6. Proof of Service (Form PC 564 – must be **registered** or **certified** mail, not ordinary)
7. Application to Correct or Change a Michigan Birth Record

The Court will try to accommodate a minor's schedule in order to avoid his/her absence during the school day.

**We hope this will make your experience a little easier in the Family Court.** Should you have any questions, contact the Clerk's Office: (989) 790-5544.

Sincerely,

HON. PATRICK J. McGRAW  
Presiding Judge – Family Division  
10<sup>th</sup> Judicial Circuit Court

## SPECIAL INSTRUCTIONS FOR NAME CHANGE

1. **Every person 22 years of age or older, whose name appears on the petition for Name Change, must follow these instructions before the court can act on the Petition.**
2. Under Michigan law, every person 22 years of age or older who is requesting a name change must have (2) complete sets of fingerprints taken at a local police agency. Those fingerprints will be used by the Michigan State Police (MSP) and Federal Bureau of Investigation (FBI) to check criminal records. MSP will send a report to the court regarding any criminal records.
3. If you have a criminal record, it is presumed you are seeking the name change with fraudulent intent. You must prove to the court this is not your intention.
4. Purchase packet from the County Clerk Office, cost \$5. Includes: Petition for Name Change, Publication of Notice of Hearing and Order Following Hearing on Petition to Change Name. **Complete each form in its entirety!**
5. **Make copies:** (3) Petition for Name Change (2) Publication of Notice of Hearing and (2) Order to Change Name
6. File completed forms, copies and pay **\$175**, which includes the electronic filing fee of \$25 with the County Clerk Office. A case number and hearing date will be assigned.
7. **Take one** copy of the **Petition for Name Change** to your local police agency to have your fingerprints taken and pay appropriate fee for the fingerprint cards. **Ask police agency for fee information for Step 8.**
8. **Mail one** copy of the **Petition for Name Change**, fingerprint cards,(name change written in Segment E; mark the box under “search requirements” for FBI and State) and appropriate fee (\$42.00) to:

**Michigan State Police, Criminal Justice Information Center,  
Identification Center  
P.O. Box 30266  
Lansing, MI 48909**

9. The Michigan State Police will review your criminal records and will forward the fingerprints to the Federal Bureau of Investigation. Once the Federal Bureau of Investigation has reviewed its records and reported the information to the Michigan State Police, the Michigan State Police will send a report to the court.
10. **Take one** copy of the **Publication of Notice of Hearing** to a local newspaper and pay appropriate fee. You must request an **Affidavit of Publication, which must be filed with the Court.**
11. **Before coming to court**, be sure to have order filled out completely for the judge’s signature (including all names and checking the boxes where applicable) and having the affidavit of publication. **Failure to do so may result in the hearing being adjourned. Failure to appear, court will dismiss Petition. Contact the court two weeks prior to your scheduled hearing day in order to confirm we have received your report from the Michigan State Police.**
12. If you seek to change the name of a minor, you must be able to **fully comply** with sections 7A and B on the Petition.
13. Waiver of Proof of Service by registered or certified mail is required for noncustodial parent. Unknown addresses require Notice of Publication (last known address or city).