

## **GUIDELINES – MINOR NAME CHANGE HOUSTON COUNTY, ALABAMA**

The minor child, who is under the age of nineteen (19) years, **MUST** be a resident of Houston County, Alabama for his/her parent(s)/next friend to file a petition for minor name change. If the petitioner's driver's license shows an address out of county or out of state, proof of residency is required at the time of filing, e.g., utility bill, deed or lease.

The petition for minor name change **MUST** be filed by an attorney if any of the following apply:

- If the mother or father refuses to consent to the name change.
- If the mother's or father's whereabouts are unknown.
- If the minor child's birth certificate does not list a father's name and there is no court order or blood test stating the identity of the father.

An attorney is **NOT** required if none of the above apply.

If you need an attorney and do not have an attorney, you may contact the Alabama State Bar Association at 334-269-1515 for a referral.

### **DOCUMENT REQUIREMENTS**

The following applicable documents are required for a minor name change:

1. Petition for minor name change.
2. Consent of natural mother. (Unless parental rights have been terminated).
3. Consent of natural father. (Unless parental rights have been terminated).
4. If the parental rights of the natural mother or natural father have been terminated, a certified copy of the court order terminating parental rights is required.
5. If a natural parent's whereabouts are unknown, an affidavit explaining why we do not have the natural parent's consent. Further, if a natural parent's whereabouts are unknown and parental rights have not been terminated, the court will only change the minor child's name if the minor child is over fourteen (14) years of age.
6. Consent of the minor child if the minor child is over fourteen (14) years of age.
7. A certified copy of the minor child's birth certificate. **The certified copy must be dated within the last six (6) months.** If the minor child was born in the State of

Alabama, you may obtain a certified copy from the local Houston County Health Department (334-678-2800).

8. If the father's name is not listed on the minor child's birth certificate, a certified copy of the court order or blood test stating he is the natural father.
9. Valid photo ID of the petitioner (e.g. valid driver's license/non-driver's license/military ID).
10. Valid photo ID of mother and father.
11. Proof of Residency (If the petitioner's driver's license shows an address outside of Houston County, proof of residency is required, e.g. utility bill, deed or lease).
12. Social Security Card of the minor child.
13. \$51.00 filing fee. Payment may be made by cash only.

**The following document *may* be required under certain circumstances at the discretion of the Probate Judge:**

1. Certified results of a criminal history background **check** (Probate office will provide additional details if a background check is determined to be required).

**Additional Requirements:**

1. The petition must be completed in BLACK INK.
2. The petition must be legible.
3. The petition must be notarized.

**Once you have completed your Petition and have ALL of the required items, call 334-677-4769, to schedule an appointment for a name change. You must bring the Petition and all required items to the appointment.**