

ALLISON S. BOYD
JUDGE OF PROBATE, SHELBY COUNTY
P. O. BOX 825, COLUMBIANA, ALABAMA 35051
TELEPHONE: 205-670-5210

KIMBERLY A. MELTON
CHIEF CLERK

INSTRUCTIONS FOR CHANGE OF NAME – MINOR

1. If the minor child is **18 years old or younger** and a **resident** of Shelby County, Alabama, their parent or legal guardian must complete and file the following information:
 - ✓ **Petition and Declaration for Change of Name of a Minor Child**
 - ✓ **Proof of Residency**
 - ✓ **Copy of Current State Issued ID** for the Petitioner(s)
 - ✓ **Certified Copy of Birth Certificate**, must be dated within 6 months of the date of the filing of the petition
 - ✓ **Custody Order** if Petition is filed by the legal guardian.
 - ✓ **Consent(s) from ALL persons who have natural or parental rights**
2. All Petitioners and the minor child (if 14 years of age or older) must sign the petition, evidencing their consent, in front of a Notary.
3. The Certified Copy of the minor child's birth certificate must be dated within 6 months of the date of the filing of the petition. (If Alabama Birth Certificate please call Health Department 205-664-2470)
4. Any person having natural or parental rights must either sign the original petition or must file their written consent to the petition before the name change will be granted.
5. You may mail all required items with a **\$47.00 filing fee and a self-addressed stamped envelope** to the Judge of Probate, Judicial Intake Dept., P.O. Box 825, Columbiana, AL 35051 or bring it to our office at 112 N. Main Street, Room A501, Columbiana, AL, located in the front of the courthouse.
6. You will receive **one (1)** Order of Name Change. If you require additional copies, **add \$3.00 for each** additional copy.
7. Payment may be made by **cash, check or card only**. Please make checks payable to: **JUDGE OF PROBATE**.
8. **If it does not appear from the Petition that all jurisdictional requirements have been met , the case will be set for hearing.** A Guardian ad Litem will be appointed for the minor child and you will be Ordered to submit a Guardian ad Litem security deposit in the amount of \$525.00 or the case will be dismissed. There will also be additional court costs **due at the time of the hearing**.
9. If you have any questions, please contact us at (205)670-5210.

IN THE PROBATE COURT OF SHELBY COUNTY, ALABAMA

IN THE MATTER OF THE CHANGE OF NAME OF _____)

CASE NO. _____)

(PRESENT LEGAL NAME))

PETITION AND DECLARATION FOR CHANGE OF NAME OF A MINOR CHILD

TO THE HONORABLE ALLISON S. BOYD, JUDGE OF PROBATE OF SHELBY COUNTY, ALABAMA:

COME(S) NOW _____ and _____, as: () Parent(s), () Legal Guardian(s),

and represent(s) to this Honorable Court as follows:

- 1. That the minor's present true, correct legal name is: _____
2. The minor child is a bona fide resident of _____ County, Alabama and currently resides at: _____
3. That the minor's date of birth is _____ and the minor is _____ years of age.
4. That a true and correct certified copy of the minor's birth certificate issued within 6 months is being filed along with the Petition.
5. That Petitioner(s) is/are the true and lawful () Parent(s), () Legal Guardian(s) of the minor child pursuant to law. ____ initial
6. That there are no pending or prior civil legal case(s) involving the minor child, or the Petitioner(s) regarding or involving the child, such as but not limited to: custody, visitation, child support, contempt, domestic violence, adoption, protection from abuse, termination of parental rights, delinquency or dependency in any state, territory or possession of the United States or any foreign country. ____ initial
7. That there is no federal, state, county, or other governmental agency that has current or pending oversight, custody, or control over the minor child (such as the Department of Human Resources - DHR, Juvenile Court, District Court, Circuit Court, etc.). ____ initial
8. That the minor has never been convicted of a felony or crime involving moral turpitude, is not currently facing criminal charges, and has never been a criminal defendant, ward, delinquent, dependent or Child in Need of Supervision, in any federal, state, district or juvenile court in any state, territory or possession of the United States. ____ initial
9. That the minor is not and never has been married. ____ initial
10. The name(s), relationship(s), age(s), and home or business address(es) of a/the person(s) known to the Petitioner(s) who have natural or parental rights of the minor child and from whom (a) consent(s) to this Petition are required by law are as follows:

Table with 3 columns: Name/Relationship, Age, Home or Business Address

NOTE: If the Petitioner(s) cannot attest to the validity of any of the above statements, please explain below or attach additional sheets to this petition as necessary: _____

WHEREFORE, THE PREMISES considered, the Petitioner(s) pray(s) that this Honorable Court will grant his/her/their prayer and issue an Order changing the minor's name to: _____, due to the following reason(s): _____

Signature of Petitioner
Address: _____
Phone: _____

Signature of Petitioner
Address: _____
Phone: _____

Signature of Minor if 14 years of age or older

I, the undersigned authority, a Notary Public, in and for said County in said State, hereby certify that said Petitioner(s) whose name is/are signed to the foregoing instrument, and who is/are known to me, acknowledged before me on this day, that being informed of the contents of said petition, that she/he/they executed the same voluntarily on the day the same bears date.

NOTARY PUBLIC
My Commission Expires: _____