

THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
http://www.courts.state.nh.us

Court Name:
Case Name: Name change of
Case Number: (if known)

PETITION FOR CHANGE OF NAME
FOR [X] ADULT [ ] MINOR

1. Petitioner name: Telephone:
Mailing address: Street City State Zip code

Petitioner name: Telephone:
Mailing address: Street City State Zip code

2. Attorney name: Telephone:
Mailing address: Street City State Zip code

3. Person whose name is to be changed:
Current name: Telephone:
Mailing address: Street City State Zip code

4. Name change of minor:
(a) Are there any pending guardianship, juvenile, domestic violence, marriage dissolution, domestic relations, paternity, legitimization, custody or other proceedings affecting this child? [ ] Yes [ ] No
If yes, for any pending case other than a juvenile or domestic violence case, provide case information (such as court name, case #):

If there is a pending juvenile or domestic violence case, check here [ ] and provide case information (such as court name, case #) on the Confidential Information Sheet (NHJB-2878-DFPe).

(b) Relationship of petitioner to minor:

(c) List any living parents whose rights have not been terminated:
Name of parent:
Mailing address: Street City State Zip code

Name of other parent:
Mailing address: Street City State Zip code

Case Name: Name change of \_\_\_\_\_

Case Number: \_\_\_\_\_

**PETITION FOR CHANGE OF NAME**

For any person whose name is being changed:

5. Town of residence: \_\_\_\_\_

6. Date of birth: See Name Change Confidential Information Instructions and Confidential Information Sheet (NHJB-2878-DFPe)

Place of birth: \_\_\_\_\_

7. Check the following paragraphs that apply to the person whose name is being changed.

I am a person who is incarcerated, or who is on probation or parole. I understand that, when instructed by the court, I must have the sheriff's department serve a copy of this petition on the department of corrections. I understand that failure to comply with notification requirements shall cause any order hereunder to be null and void.

I am a person who is required to register as a sexual offender or an offender against children pursuant to RSA 651-B and I am no longer subject to supervision by the department of corrections. I understand that, when instructed by the court, I must have the sheriff's department serve a copy of this petition on the department of safety. I understand that failure to comply with notification requirements shall cause any order hereunder to be null and void.

Neither of the above paragraphs are applicable to this name change.

8. The petitioner requests that the name \_\_\_\_\_ be changed  
(First, middle and last names)

to \_\_\_\_\_ (First, middle and last names)

in accordance with the laws of the State of New Hampshire and for the following reasons:

\_\_\_\_\_

9. I understand that proof of identity must be filed with this petition in order for it to be granted. Proof of identity must show the current name and residence of the person whose name is being changed.

Verification: I verify the truth and accuracy of all facts alleged within this document to the best of my belief and further verify that all facts contained in this document are alleged in good faith. By affixing my electronic signature to this document I acknowledge my understanding that any false statements made in this document are punishable as perjury which may include a fine or imprisonment or both.

\_\_\_\_\_  
Name of Filer

/s/ \_\_\_\_\_  
Signature of Filer Date

\_\_\_\_\_  
Law Firm, if applicable Bar ID # of attorney

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
City State Zip code

\_\_\_\_\_  
Name of Filer

/s/ \_\_\_\_\_  
Signature of Filer Date

\_\_\_\_\_  
Law Firm, if applicable Bar ID # of attorney

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
City State Zip code

Case Name: Name change of \_\_\_\_\_

Case Number: \_\_\_\_\_

**PETITION FOR CHANGE OF NAME**

**FOR COURT USE**

**ORDER**

This Petition for Name Change and accompanying information has been reviewed.  
Accordingly, the court orders that:

THE STATE OF NEW HAMPSHIRE  
JUDICIAL BRANCH  
http://www.courts.state.nh.us

Court Name: \_\_\_\_\_  
Case Name: Name Change of \_\_\_\_\_  
Case Number: \_\_\_\_\_  
(if known)

CONFIDENTIAL INFORMATION SHEET FOR  
ELECTRONICALLY FILED CASES

FOR USE WHEN: This Sheet is required to be filed with any document, or up to four (4) documents filed on the same date, from which confidential information has been omitted (left blank) pursuant to Rule 12(c) of the Supplemental Rule of the Circuit Court of New Hampshire for Electronic Filing. For further guidance, see Instructions for the Electronic Filing of Confidential Information.

Date: \_\_\_\_\_  
Name of person filing this Confidential Information Sheet: \_\_\_\_\_

Names of document(s) from which confidential information has been omitted:

\_\_\_\_\_  
Name of Document  
\_\_\_\_\_  
Name of Document  
\_\_\_\_\_  
Name of Document  
\_\_\_\_\_  
Name of Document

**A. Date of Birth** – Dates of birth are required in some cases. Rule 12(c) requires you to include dates of birth of the parties on this sheet.

Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
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Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Case Name: Name Change of

Case Number: \_\_\_\_\_

**CONFIDENTIAL INFORMATION SHEET FOR ELECTRONICALLY FILED CASES**

**B. Other Rule 12(c) Confidential Information** – Set forth any narrative/text including Rule 12(c) confidential information that has been omitted from the above named documents, clearly indicating the document name for each narrative/text provided.

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I state that on this date I am sending a copy of this document as required by the rules of the Circuit Court. I am electronically sending this document through the court’s electronic filing system to all attorneys and to all other parties who have entered electronic service contacts (email addresses) in this case. I am mailing or hand-delivering copies to all other interested parties.

Check here if you are attaching additional pages which include Rule 12(c) confidential information. Note: Upload any additional pages as part of this form and NOT as a separate document. Select Confidential Information Sheet for Electronically Filed Cases as the name of form to be uploaded.

\_\_\_\_\_  
Name of Filer

/s/ \_\_\_\_\_  
Signature of Filer Date

\_\_\_\_\_  
Law Firm, if applicable Bar ID # of attorney

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
City State Zip code

# e-Filing in New Hampshire Circuit Court

## NAME CHANGE – ADULT

- Electronic filing is mandatory for the name change process unless you request and receive an exception to e-Filing. Click here for Instructions about the e-Filing Exception process.
- Use caution when filing confidential information. See e-Filing Rules 11 and 12 and the Instructions for the Filing of Confidential Information.

### How do I access e-Filing?

If you are working with an attorney, s/he will guide you on the next steps. If you are going to represent yourself in this action, go to the court's website: [www.courts.state.nh.us](http://www.courts.state.nh.us), select the Electronic Services icon and then select the option for a self-represented party.

1. Click "E-File Here" to enter the e-filing application.
2. Click Sign up and follow the prompts. Save your password in a safe place.
3. After you sign up and login, click start now, next to *Name Change – Start a New Case*.
4. At Where to File, select the county name and location where you want to file. Click next.
5. Follow the instructions and prompts on the screen to complete the filing.

### Items listed below are needed to start this type case:

- Petition for Change of Name form (**NHJB-2175-FPe**)  
*Please note on the second page you must write the entire new name that you are requesting (first, middle and last name). Spell out each name entirely.*
- Confidential Information Sheet (**NHJB-2878-DFPe**) to list the Date of Birth of the person whose name is to be changed.
- One of the following documents must be filed: copy of driver's license, or passport (if accompanied with proof of address, such as an electric or gas bill, etc.) or another form of photographic identification that shows petitioner's current name, current address and date of birth.

### Other items that may be needed:

- If you have an out of state license at the time of filing, you will need to file proof of New Hampshire residence.

### How much will this cost?

- Filing fee of **\$130.00**

### What happens next?

- Typically, the Court will decide whether to grant an adult name change petition without a hearing. However, if an objection is filed or if the court has questions or concerns on documentation filed, the court may schedule a hearing.
- If the Court approves the name change, you will receive a Certificate of Change of Name by email (e-service). Allow at least 45 days for the court to process the Court's order granting the name change.
- If you need extra copies of the Certificate of Change of Name, you may request one for an additional fee.
- Please refer to the reverse side to find more information for persons obtaining a name change.

**If you have questions regarding this process, please contact the Information Center at 1-855-212-1234.**

**BE SURE TO NOTIFY THE COURT IF YOUR ADDRESS AND EMAIL ADDRESS CHANGES. FAILURE TO DO SO COULD RESULT IN THE ISSUANCE OF ORDERS AGAINST YOU OR WITHOUT YOUR INPUT.**

# e-Filing in New Hampshire Circuit Court

## INFORMATION FOR PERSONS OBTAINING A NAME CHANGE

If a petition for name change is granted, the person whose name has changed should be aware of the following:

1. If you hold a New Hampshire driver's license, you must notify the New Hampshire Department of Motor Vehicles of the name change **within thirty (30) days of the date of the decree changing your name, as required by RSA 263:9.**
2. You should continuously use your new name so that there will be no confusion as to your name or identity among the public or within the community of which you are a part.
3. You will remain obligated and duty-bound to complete and perform all contractual obligations assumed under your old name whether those obligations are financial or personal in nature.
4. You must provide a certified copy of the name change order to the clerk in the city or town where you were born in order to obtain an amended birth certificate. Contact the appropriate NH town or city clerk's office for hours and applicable fee.

OR you may contact the Division of Vital Records Administration (*DVRA*), for hours and applicable fee. They are located at 9 Ratification Way, Concord, NH 03301, (603) 271-4650. The Vital Records website is: <https://sos.nh.gov/archives-vital-records-records-management/vital-records-information/vital-records-administration/>

For NH residents who were born out of state, the website for all vital record agencies located in the United States is: <http://www.vitalrec.com/usmap.html>. Contact the state agency directly for information.

5. You are also under an obligation to change any other records identifying you by your old name. It is your responsibility to notify any and all parties or organizations in custody or in possession of such records of your name change so that any rights or benefits pertaining to such records will not be impaired or lost.

Examples of records:

- Passport
- Social Security
- Internal Revenue Service and other taxing authorities
- Insurance Policies and Retirement Plans
- Financial records such as bank accounts, credit cards, stocks, bonds and other securities
- Medical records
- Employer personnel records
- School records
- Voter registration
- State government records such as operating licenses, motor vehicle registrations and any on-going court cases

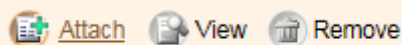
## How to File an Initial Name Change Case in TurboCourt

1. Go to the court's website at [www.courts.nh.gov](http://www.courts.nh.gov). Select the gold colored e-File icon.
2. Under Circuit Court – Self-Represented Parties and other Non-Attorney Filers click “E-File/Resource/Case Access Information Here”. This brings you to the NHJB Electronic Services page with information and resources for all Circuit Court electronic case types.
3. Under E-File click E-File Here (File Into Your Case). This brings you to the TurboCourt site. If you have not already done so, you must sign up and choose a username and password.
4. Under Circuit Court select Name Change then select Name Change - Start a New Case. You are now at the screen where you must choose Jurisdiction and Location. It is important to select the correct answer from the drop down. If you are unsure which location to select, there are links on this page to assist you. Click the Next button.
5. At the Your Identifying Documentation screen, select the type(s) of document(s) you would like to attach. Please note: You are required to submit a copy of personal identifying document(s) showing your current name and current address with this petition such as a driver's license or non-driver's ID, a passport (if submitted with proof of address) or another form of identification. These documents will be confidential to non-parties. An attachment placeholder will be available at the end of the program.
6. Review the information on the screen. Continue to follow the prompts, answer each question and click the Next button.

Clicking the Next button automatically saves the data to your TurboCourt account. You must click Next after each question asked.

Because this is an initial filing, you will be asked to provide your current legal name along with your requested new name. It also asks for an email address. You will be receiving all correspondence from the other parties in the case and from the courts via your email address.

7. This brings you to your payment options. If you select the box for the Court to consider waiving the filing fee, the TurboCourt program will either generate the financial forms or ask you to attach them based on your response.
8. After completing all the information, you must review the information and select the box for Petitioner's Verification. Then you arrive at the Review and Prepare Your Documents screen. Your completed forms will have a green check mark on them and are ready to be filed. The forms with a red exclamation mark are forms that are required or that you said you intended to file and must be attached at this time. If the forms are not attached, the program will not allow you to proceed.



Attach View Remove

Click View to review your completed forms then click Next.

9. If you did not request the filing fee to be waived, you will be given two options to make payment, which you must select to proceed:

If you choose Credit Card, the TurboCourt program will prompt for the credit card information after you hit the Submit button.

If you choose Cash/Check/Credit Card at the Court, follow the instructions on the screen to make payment within 5 days.

10. **IMPORTANT:** Be sure to click the Submit button in order to submit your document to the court.



Submit