

## **THE FOLLOWING IS REQUIRED WHEN FILING A PETITION FOR NAME CHANGE**

1. Petition and one (1) extra copy.
2. Completed fingerprint card from Pennsylvania State Police. **FOR INDIVIDUALS AGES 13 AND OVER.**
3. **Please provide to the Department of Court Records the following:**  
  
A stamped 8 1/2 x 11 envelope addressed to:  
  
Pennsylvania State Police  
Central Repository  
1800 Elmerton Avenue  
Harrisburg, PA 17110
4. A stamped letter size envelope addressed to:  
  
Department of Court Records  
Civil/Family Division  
First Floor City-County Building  
414 Grant Street  
Pittsburgh, PA 15219  
Attn: Kimberly Zombeck/Nick DiSilvio
5. A stamped letter sized envelope, addressed to the Attorney or filing party.
6. **Filing fee of \$155.50. Payment methods accepted are cash, money order or business check. (NO PERSONAL CHECKS ACCEPTED)**
7. **Children 12 or under are not required to have fingerprint cards. NO ENVELOPES ARE REQUIRED FOR INDIVIDUALS 12 AND UNDER.**

IN THE COURT OF COMMON PLEAS OF  
ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION

In Re the Petition of:

\_\_\_\_\_ (PRINT YOUR NAME)

For a Name Change to:

DOCKET NO. \_\_\_\_\_

\_\_\_\_\_ (PRINT NEW NAME)

VERIFIED PETITION FOR A NAME CHANGE

And now comes Petitioner(s), \_\_\_\_\_

by this petition, and upon being duly sworn, respectfully represents and shows unto the Court:

1. That the Petitioner(s) is of full legal age and is a bona fide resident of the County of Allegheny, Commonwealth of Pennsylvania, whose residence address is \_\_\_\_\_  
Petitioner(s) has been a bona fide resident of Allegheny County, State of Pennsylvania for \_\_\_ year(s) immediately prior to filing this Petition.  
Petitioner(s) was born on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in the County of \_\_\_\_\_, State of \_\_\_\_\_, Country of \_\_\_\_\_.
2. Petitioner's/s' present name is \_\_\_\_\_.
3. Petitioner(s) is  not married or  is married to \_\_\_\_\_.

4. That the Petitioner(s) is the  Father  Mother of the following minor children:

None

Name	Date	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Petitioner(s) has resided at the following address(es) over the last five (5) years:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. That the Petitioner(s) prays for the change of name for the following reasons:  
(describe in detail):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

That the proposed change in the Petitioner(s) name, if granted, will not be detrimental to the interests of any other person and is not against the public interest.

This Petition is not filed to defraud creditors.

Wherefore, the Petitioner(s) prays that by an Order of this Court, made and entered herein, the Petitioner's/s' name be changed to and decreed to be:

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Respectfully Submitted,

(Signature)

Address:

City, St., Zip:

Phone:

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IN THE COURT OF COMMON PLEAS OF  
ALLEGHENY COUNTY, PENNSYLVANIA

IN RE: Petition of

CIVIL DIVISION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GD \_\_\_\_\_

Petitioner (s).

ORDER SCHEDULING HEARING ON NAME CHANGE

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_,

200\_\_\_\_, upon hearing of the within motion of \_\_\_\_\_,

Esquire/pro se, attorney for the Petitioner (s) above named, it is ORDERED and

DECREED that the within petition be heard on the \_\_\_\_\_ day of \_\_\_\_\_,

200 \_\_\_\_\_ at \_\_\_\_\_ before the Motions Judge. Petitioner (s) shall obtain a

judgment search from all counties in which he/she has resided during the last five (5)

years. It is further Ordered, that the Petitioner (s) shall advertise once in the Pittsburgh

Legal Journal, and once in a newspaper of general circulation in the county in which the

Petitioner (s) reside.

BY THE COURT,

\_\_\_\_\_

IN THE COURT OF COMMON PLEAS OF  
ALLEGHENY COUNTY, PENNSYLVANIA

IN RE: Petition of

CIVIL DIVISION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GD \_\_\_\_\_

Petitioner (s).

DECREE FOR CHANGE OF NAME

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_\_,

upon hearing on the within Petition and upon motion of \_\_\_\_\_,  
Esquire/pro se, attorney for Petitioner (s), with proof of publication and proof that there  
are no judgments or decrees of record or any other matter of like effect against  
Petitioner (s), and it appearing that there are no legal objections to the granting of the  
prayer of the Petition, it is ORDERED and DECREED that the name (s) of the  
Petitioner (s) be and are, from and after this date changed to \_\_\_\_\_

BY THE COURT,

\_\_\_\_\_