

**IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR THE COUNTY OF MULTNOMAH**

**FORMS & INSTRUCTIONS FOR CHANGE OF NAME (OF AN ADULT)  
(ORS 33.410 TO 33.440 & UTCR 9.320 & SLR 8.155)**

**CHANGING YOUR NAME**

Changing your legal name is a simple process involving three steps:

- (1) posting a public notice of the proposed name change in the Courthouse for 14 days;
- (2) a brief appearance before a judge who will sign the name change decree;
- (3) a public posting of the name change for your new name to become official;

**FORMS IN PACKETS**

- (1) NAME CHANGE PETITION (FORM 1)
- (2) NOTICE OF NAME CHANGE PETITION (FORM 2)
- (3) AFFIDAVIT OF POSTING NAME CHANGE PETITION (FORM 3)
- (4) GENERAL JUDGMENT OF NAME CHANGE (FORM 4)
- (5) NOTICE OF GENERAL JUDGMENT OF NAME CHANGE (FORM 5)
- (6) AFFIDAVIT OF POSTING GENERAL JUDGMENT OF NAME CHANGE (FORM 6)

**FEES**

The charge for the forms packet provided by the court is \$1.25. The court filing fee for a name change is \$158.00. The charge for a certified copy of the General Judgment of Name Change is \$5.00. *There is also a \$10.00 judgment fee due and payable on the date of your hearing.*

**INSTRUCTIONS**

Please read all instructions carefully. **USE BLACK INK ONLY ON THE FORMS. DO NOT FILL OUT ALL THE FORMS AT ONCE. YOU WILL NEED TO COMPLETE THE FORMS AS YOU COMPLETE THE STEPS FOR A NAME CHANGE.** These are legal documents which must not contain mistakes. Do not alter the documents.

**(First Visit To Courthouse)**

- STEP 1:      A. Fill out the PETITION FOR NAME CHANGE (Form 1)  
Please type or print.  
**STOP.....DO NOT FILL OUT ANY MORE FORMS AT THIS TIME.  
FOLLOW INSTRUCTIONS.**

**(Continued Instructions on First Visit to Courthouse)**

- B. Sign form in front of Family Law Clerk, located in Room 211 of the Multnomah County Courthouse. (Make sure you bring **one** form of valid photo identification)
- C. Go to the cashier, located in Room 210 of the Multnomah County Courthouse. Pay the \$5.00 certified copy fee and the \$158.00 court filing fee. Obtain a case number from the cashier, making sure the cashier puts the case number on all six forms.

STEP 2

- A. Complete NOTICE OF NAME CHANGE HEARING (Form 2). Leave the following spaces blank: room number, hearing date, time of hearing.
- B. Take Form 2 back to Room 211. Use telephone on table by name change board and dial 83185. Ask for a Name Change hearing date for an **ADULT**.
- C. Fill in the hearing date on Form 2. Post Form 2 on the NAME CHANGE BULLETIN BOARD in Room 211. This form must remain posted for **at least fourteen full days prior to the hearing.**

**YOU MAY NOW LEAVE THE COURTHOUSE AND WE WILL SEE YOU ON YOUR HEARING DATE.**

**(Second Visit to Courthouse – on the Hearing Date)**

STEP 3

- A. Remove Form 2 (NOTICE OF NAME CHANGE HEARING) from bulletin board in Room 211.
- B. Complete the (AFFIDAVIT OF POSTING NOTICE OF NAME CHANGE HEARING) (Form 3) and sign it in front of the Family Law Clerk in Room 211. Remember to bring proper valid photo identification with you for this purpose.
- C. Pay your \$10.00 judgment fee prior to going to the courtroom.

STEP 4

- A. Complete the (GENERAL JUDGMENT) (Form 4). Leave the following spaces blank: Judge's signature line and date. At the hearing, the Judge will decide whether to sign. **This form must be completed before you go to your hearing.** Take forms 2, 3 and 4 to the court hearing. The Family Law Clerk in Room 211 will direct you to the appropriate courtroom. After your court hearing, the judge will keep forms 2, 3 & 4 and instruct you to return to Room 211, as there is further processing that needs to be done.

**(Continued Instructions on Second Visit to Courthouse)**

- STEP 5
- A. After your hearing, complete (NOTICE OF GENERAL JUDGMENT) (Form 5).
  - B. Post Form 5 on **small** Name Change Bulletin Board in Room 211. (Board is clearly marked.)
  - C. Fill out (AFFIDAVIT OF POSTING NOTICE OF GENERAL JUDGMENT) (Form 6). Sign this in front of the Family Law Clerk in Room 211. Remember to bring proper valid photo identification with you for this purpose. The Family Law Clerk will keep Form 6 and file it with the court.

**IF YOU WISH MORE THAN ONE COPY OF YOUR NAME CHANGE DECREE, NOW WOULD BE THE TIME TO PAY THE COURT CASHIER FOR THEM. EACH CERTIFIED COPY IS \$5.00.**

**(After Leaving the Courthouse)**

- D. A certified copy of your General Judgment of Name Change will be mailed to you within two days of your hearing.
- E. Using the certified copy of your General Judgment as proof of the change, contact the Center for Health Statistics, P.O. Box 14050, Portland, OR 97239-0050, to change your birth certificate to show your new name only if you were born in Oregon. If you were born in another state, you will need to contact that state to find out their requirements. Website information: [www.ohd.hr.state.or.us/chs/certif/certifaqs.htm#changerec](http://www.ohd.hr.state.or.us/chs/certif/certifaqs.htm#changerec). Contact other agencies to change other official records.

# FORM 1

## IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of: \_\_\_\_\_ )  
 \_\_\_\_\_ ) Case No. \_\_\_\_\_  
 \_\_\_\_\_ )  
 \_\_\_\_\_ ) **PETITION FOR NAME**  
**Your Present Name - Last, First, Middle** ) **CHANGE (ADULT)**  
 \_\_\_\_\_ )  
 to \_\_\_\_\_ )  
 \_\_\_\_\_ )  
**Your New Name - Last, First, Middle** \_\_\_\_\_ )

I request a General Judgment changing my name from: \_\_\_\_\_  
*Your present name - Last, First, Middle*

to: \_\_\_\_\_ . I also request that a hearing be  
*Your new name - Last, First, Middle*

scheduled with the court, concerning the Petition For Name Change. I am age 18 or older and reside in Multnomah County.

\_\_\_\_\_  
 Petitioner's Signature (Present Name)

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City/State/Zip Telephone Number

State of Oregon )  
 County of Multnomah ) ss.

I, \_\_\_\_\_, being first sworn on oath, do hereby declare that I am the Petitioner in this case; I have read this Petition, know its contents, and I believe it is true.

\_\_\_\_\_  
 Petitioner's Signature (present name)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
 Court Clerk/Notary Public for Oregon  
 My commission expires: \_\_\_\_\_

# FORM 2

## IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of: \_\_\_\_\_ )  
 ) Case No. \_\_\_\_\_  
 )  
Your Present Name - Last, First, Middle )  
 ) NOTICE OF NAME CHANGE  
 ) HEARING (ADULT)  
 to )  
 )  
 )  
Your New Name - Last, First, Middle )

Based upon the Petition filed in this case, this Court will consider the name change request of the Petitioner on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, at \_\_\_\_\_ a.m. in Room 211 of the of the Multnomah County Courthouse, located at: 1021 SW 4<sup>th</sup> Ave., Portland, Oregon.

This written notice of the time, place and subject of the above-named hearing shall be posted in a public place located in Multnomah County, Oregon for fourteen (14) days prior to the hearing, beginning on \_\_\_\_\_, and ending

*Today's date*

on \_\_\_\_\_, 20 \_\_.

*Date of Hearing*

This posting shall be filed as proof before the hearing.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_.

\_\_\_\_\_  
Signature of Petitioner (Present Name)

# FORM 3

## IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of: \_\_\_\_\_ )  
 )  
 ) Case No. \_\_\_\_\_  
 )  
Your Present Name - Last, First, Middle )  
 )  
 ) AFFIDAVIT OF POSTING  
 ) NOTICE OF NAME CHANGE  
 to ) HEARING (ADULT)  
 )  
 )  
 )  
Your New Name - Last, First, Middle )

State of Oregon )  
County of Multnomah ) ss.

I, \_\_\_\_\_ being first duly sworn, do hereby declare:  
Your Present Name

I posted the Notice of Name Change Hearing (Form 2) on the Multnomah County Courthouse Bulletin Board, where it remained posted for the number of days required by law, beginning on \_\_\_\_\_, 20\_\_\_\_, and ending on \_\_\_\_\_, 20\_\_.  
*Date Notice Posted* *Today's Date*

The Notice of Name Change Hearing (Form 2) provided written notice of my petition to change my name and included the date, time, location and subject of the hearing. The Bulletin Board where the notice was posted is located on the second floor of the Multnomah County Courthouse, in Room 211, at the following address: 1021 SW 4<sup>th</sup> Avenue, Portland, Oregon.

\_\_\_\_\_  
Petitioner's Signature (Present Name)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
Court Clerk/Notary Public for Oregon  
My commission expires: \_\_\_\_\_

# FORM 4

## IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of: \_\_\_\_\_ )  
 )  
Your Present Name - Last, First, Middle ) Case No. \_\_\_\_\_  
 )  
to ) GENERAL JUDGMENT OF  
 ) NAME CHANGE (ADULT)  
 )  
Your New Name - Last, First, Middle )

Based on the Petition, and the court finding that proper notice to interested parties has been given and no person has shown cause why the requested General Judgment should not be granted; now, therefore:

### IT IS HEREBY ORDERED AND ADJUDGED:

The name of \_\_\_\_\_ is hereby changed to  
*Present Name - Last, First, Middle*

\_\_\_\_\_ and notice of the name change shall be posted  
*Your new name - Last, First, Middle*

in a public place in Multnomah County as required by law.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
Circuit Court Judge

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Number of Certified Copies of the Name Change Decree requested: \_\_\_\_\_

# FORM 5

## IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of: )  
 )  
 ) Case No. \_\_\_\_\_  
 )  
\_\_\_\_\_  
Your Former Name - Last, First, Middle )  
 ) NOTICE OF GENERAL  
 ) JUDGMENT OF NAME  
 ) CHANGE (ADULT)  
 )  
to )  
 )  
\_\_\_\_\_  
Your New Name - Last, First, Middle )

### TO ALL INTERESTED PERSONS:

This notice is posted to advise all persons that a General Judgment of Name Change was signed in this case on \_\_\_\_\_, 20 \_\_\_\_\_, (*today's date*) changing the Petitioner's name as indicated in the title of this notice.

Date of posting: \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Petitioner (Former Name)

\_\_\_\_\_  
Type or print your former name

