

**NAME CHANGE FOR AN ADULT (OVER 18)**  
**(Virginia Code Section 8.01-217)**

Prince William County Circuit Court Civil Division  
9311 Lee Avenue, Room 314  
Manassas, VA 20110-5598  
(703) 792-6029

FILING FEE: \$39.00

Make checks payable to Clerk of the Circuit Court

\* \* \* \* **NOTICE** \* \* \* \*

You are first advised to consult an attorney. The staff of the Circuit Court Clerk's Office is forbidden by law to answer any legal questions, as we are not attorneys. This packet is **NOT** intended to be legal advice and should **NOT** be relied upon as such.

For those who wish to file this name change petition without an attorney, this package is provided as a **GUIDE** to assist you with procedural requirements. This package contains a sample Petition and Order which show the format for typing your own pleadings.

**THESE SAMPLES ARE NOT MEANT TO BE FILL IN THE BLANK FORMS.  
THEY MUST BE RETYPED!**

**INSTRUCTIONS:**

As you will be representing yourself, you will be responsible for following the format of the samples provided in typing your pleadings. You must follow the samples exactly as to content, spacing and margins. **Spell out all names completely, do not use initials for middle names.**

1. Where To File: File your Petition and Order **at the same time** in this office. Office hours are 8:30 a.m. to 5:00 p.m. weekdays.
2. Filing Fee: Pay the filing fee of \$39.00 and attach a self-addressed, stamped envelope to receive a copy of the Order after it is signed.
3. Problems With Petition/Order: If there is a problem with your Petition and/or Order, a law clerk will contact you. **If the law clerk tells you to correct your Petition**, you will need to file: **1)** Amended Petition for a Name Change; **2)** Motion for Leave to Amend Petition; and **3)** Order Granting Leave to Amend Petition. Additionally, you may be asked to submit a new Order for name change if your Order is incorrect due to the incorrectness of the Petition. The law clerk will inform you if you need to file

another Order for name change. Samples of the above documents are also provided in this package. **You should also be advised that there is a possibility that you may be required to appear in court.**

If your pleadings are correct, you should be receiving a copy of the signed Order in approximately 4-6 weeks from the date of filing.

**\*\*\* THIS IS A SAMPLE ONLY AND NOT TO BE USED AS A FILL IN THE BLANK FORM. DO NOT retype the language in the parenthesis ( ) when you retype this form. The information in each paragraph needs to be changed as necessary for your particular case. This form is NOT intended to be legal advice and should NOT be relied upon as such. You are encouraged to consult Virginia Code §8.01-217. \*\*\***

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**VIRGINIA:**

**IN THE CIRCUIT COURT OF PRINCE WILLIAM COUNTY**

**IN RE: NAME CHANGE** )  
 )  
**FROM:** \_\_\_\_\_ )  
 (*Current name*) )  
 ) **CL No.** \_\_\_\_\_  
**TO:** \_\_\_\_\_ )  
 (*New name*) )

**PETITION FOR NAME CHANGE**

COMES NOW your Petitioner, \_\_\_\_\_ (*current name*),  
and after being duly sworn, state under oath in support of [his/her] (*choose only ONE*)  
Petition to change [his/her] (*choose only ONE*) name to \_\_\_\_\_ (*new name*), and as grounds therefore respectfully represents as follows:

1. That the name the Petitioner's father is \_\_\_\_\_, and the name of the Petitioner's mother is \_\_\_\_\_, and the maiden name of the Petitioner's mother is \_\_\_\_\_.
2. That the Petitioner was born on the \_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_, in the city and state of \_\_\_\_\_.
3. That the Petitioner resides at \_\_\_\_\_ (*current address*).
- 4(a). That the Petitioner has no felony conviction record.

4(b). That the Petitioner has been convicted of the following felony charges:  
*(list all felony convictions).*

***(Choose either # 4(a) OR #4(b) – NOT BOTH. Renumber as #4).***

5(a). That the Petitioner is not presently incarcerated or on probation in any court.

5(b). That the Petitioner is presently on probation with the \_\_\_\_\_  
*(name of court which ordered probation) Court.*

5(c). That the Petitioner is presently incarcerated with the \_\_\_\_\_  
*(name of court where Petitioner is incarcerated) Court.*

***(Choose only ONE: # 5(a), OR #5(b) AND/OR #5(c). Renumber as #5).***

6(a). That the Petitioner has not previously changed [his/her] *(choose only ONE)* name before.

6(b). Petitioner has previously changed [his/her] *(choose only ONE)* name to \_\_\_\_\_ *(name changed to as a result of the marriage)* as a result of marriage to \_\_\_\_\_ *(name of person you were/are married to).*

6(c). Petitioner has previously changed [his/her] *(choose only ONE)* name from \_\_\_\_\_ *(list any names you have asked the Court to change in the past).*

***(Choose either # 6(a) OR #6(b) AND/OR #6(c). Renumber as #6)***

7. Petitioner does not ask to change [his/her] *(choose only ONE)* name for any illegal or fraudulent purpose, or to infringe upon the rights of others, but because

\_\_\_\_\_  
\_\_\_\_\_  
*(state why you are asking to your name).*

WHEREFORE, your Petitioner prays that [his/her] (*choose only ONE*) name

\_\_\_\_\_ (*current name*) be changed to \_\_\_\_\_ (*new name*).

I ASK FOR THIS:

\_\_\_\_\_ (*Signature*)

Typed name of Petitioner  
Type your complete address  
Type your phone number

STATE OF VIRGINIA,  
COUNTY OF PRINCE WILLIAM, to wit:

I \_\_\_\_\_, a Notary Public/Deputy Clerk in and for  
the County of \_\_\_\_\_, Virginia, do hereby certify that on the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
personally appeared before me and subscribed and swore to the foregoing statement as  
being true and accurate to the best of his/her knowledge and belief.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public/Deputy Clerk  
Notary Registration No. \_\_\_\_\_

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**VIRGINIA:**

**IN THE CIRCUIT COURT OF PRINCE WILLIAM COUNTY**

**IN RE: NAME CHANGE** )  
 )  
**FROM:** \_\_\_\_\_ )  
 (*Current name*) )  
 ) **CL No.** \_\_\_\_\_  
**TO:** \_\_\_\_\_ )  
 (*New name*) )

**ORDER OF NAME CHANGE**

THIS MATTER comes before the Court on the Petition of  
\_\_\_\_\_ (*current name*) to change [his/her] (*choose only ONE*) name to  
\_\_\_\_\_ (*new name*); and

IT APPEARING to the Court that the Petitioner resides at \_\_\_\_\_  
(*current address*); and

IT FURTHER APPEARING that the Petitioner's name has not been changed  
before; and it is therefore

**(OR)**

IT FURTHER APPEARING that the Petitioner has previously changed [his/her]  
(*choose only ONE*) name to \_\_\_\_\_ (*name changed to as a result of the  
marriage*) as a result of marriage to \_\_\_\_\_ (*name of person you were/are  
married to*); and it is therefore

***(AND/OR)***

IT FURTHER APPEARING that the Petitioner has previously changed [his/her] *(choose only ONE)* name from \_\_\_\_\_ *(list any names you have asked the Court to change in the past)*; and it is therefore

ADJUDGED, ORDERED, and DECREED, pursuant to Section 8.01-217 of the Code of Virginia of 1950, as amended, that the name of \_\_\_\_\_ *(current name)* be and hereby is changed to \_\_\_\_\_ *(new name)*; and it is further

ORDERED that the Clerk of this Court shall spread this Order on the current Deed Book of this Court, and shall send certified copies of this Order to the Department of Vital Records and to the Central Criminal Records Exchange.

ENTERED this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
Judge  
Prince William County Circuit Court

I ASK FOR THIS:

\_\_\_\_\_  
Typed name of Petitioner *(Signature)*

**\*\* DO NOT PUT YOUR ADDRESS OR PHONE NUMBER ON THIS ORDER! \*\***

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**VIRGINIA:**

**IN THE CIRCUIT COURT OF PRINCE WILLIAM COUNTY**

**IN RE: NAME CHANGE** )  
 )  
**FROM:** \_\_\_\_\_ )  
 (*Current name*) )  
 ) **CL No.** \_\_\_\_\_  
**TO:** \_\_\_\_\_ )  
 (*New name*) )

**MOTION FOR LEAVE TO AMEND**

COMES NOW the Petitioner and requests leave of this Court to amend the  
Petition for Change of Name in the above styled case because

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (*state why you need to amend your petition*).

WHEREFORE, the Petitioner prays that the Motion for Leave to Amend be  
granted.

I ASK FOR THIS:

\_\_\_\_\_ (*Signature*)  
Typed name of Petitioner  
Type your complete address  
Type your phone number

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**VIRGINIA:**

**IN THE CIRCUIT COURT OF PRINCE WILLIAM COUNTY**

IN RE: NAME CHANGE )  
FROM: \_\_\_\_\_ )  
(*Current name*) )  
TO: \_\_\_\_\_ ) **CL No.** \_\_\_\_\_  
(*New name*) )

**ORDER GRANTING LEAVE TO AMEND**

THIS MATTER came before the Court on Petitioner's Motion for Leave to Amend Petition for Change of Name in the above styled case; and

IT APPEARING that leave to amend should be GRANTED; and it is therefore ORDERED that the Petitioner is granted leave to amend the Petition in this case.

ENTERED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
Judge  
Prince William County Circuit Court

I ASK FOR THIS:

\_\_\_\_\_  
(*Signature*)  
Typed name of Petitioner  
Type your complete address  
Type your phone number