

## ADULT CHANGE OF NAME

1. OBTAIN THE FOLLOWING FORMS WHICH HAVE TO BE COMPLETED:
  - A. NOTICE OF PUBLICATION (2 COPIES)
  - B. PETITION FOR CHANGE OF NAME (2 COPIES)
  - C. DECREE FOR CHANGE OF NAME (3 COPIES)
  
2. PUBLISH YOUR INTENTION TO CHANGE YOUR NAME IN A NEWSPAPER OF GENERAL CIRCULATION IN LAKE COUNTY FOR 3 SUCCESSIVE WEEKS.
  - A. GO TO THE PAPER AND ARRANGE FOR PUBLICATION. BRING (2) COPIES OF A COMPLETED NOTICE OF PUBLICATION FORM AND BE PREPARED TO PAY THE PUBLICATION COSTS (Call the Newspaper to find out the cost.) GIVE THE NEWSPAPER ONE COPY OF THE NOTICE AND KEEP THE OTHER FOR YOUR OWN RECORDS.
  - B. PICK A DATE ON WHICH YOU MUST COME TO THE CIRCUIT CLERK'S OFFICE TO FILE YOUR PETITION FOR CHANGE OF NAME (YOUR PETITION MUST ALREADY BE NOTARIZED). THIS DATE WILL BE AT LEAST SIX WEEKS AFTER THE FIRST PUBLICATION APPEARS IN THE NEWSPAPER AND CAN BE ANY DAY EXCEPT THURSDAY.
  - C. AFTER PUBLICATION IS COMPLETED, THE NEWSPAPER WILL MAIL YOU A "CERTIFICATE OF PUBLICATION". KEEP THE CERTIFICATE WITH YOUR PETITION AND THE DECREE FOR CHANGE OF NAME AND BRING ALL OF THEM WITH YOU WHEN YOUR PETITION IS FILED. THE CLERK REQUIRES A FEE OF \$245.00 IN CASH, MONEY ORDER OR DISCOVER CREDIT CARD. **NO PERSONAL CHECKS.** YOU SHOULD BE AT THE OFFICE AT 8:30 A.M.
  
3. THE CLERK WILL FILE ONE COPY OF YOUR PETITION AND THE CERTIFICATE OF PUBLICATION AND RETURN ALL OTHER COPIES TO YOU.

**NOTE:** You must file your petition with the Clerk on the date that was published as being your return date. The Clerk will collect the fee and direct you to a courtroom. After court, you will then be instructed to return to the Circuit Clerk's Office to obtain certified copies of your Change of Name Decree. The fee is \$6.00 for the first copy and \$15.00 for each additional copy. CASH, MONEY ORDER OR DISCOVER CREDIT CARD. **NO PERSONAL CHECKS.**

4. TO CHANGE YOUR BIRTH CERTIFICATE TO YOUR NEW NAME:
  - A. IF YOU WERE BORN IN THE STATE OF ILLINOIS, MAIL A CERTIFIED COPY OF THE DECREE AND MONEY ORDER FOR \$15.00 TO:

THE BUREAU OF VITAL STATISTICS  
STATE OF ILLINOIS-DEPARTMENT OF HEALTH  
SPRINGFIELD, IL 62706

- B. IF YOU WERE BORN OUTSIDE OF ILLINOIS, CONTACT THE OFFICE THAT KEEPS THE BIRTH RECORDS IN THE STATE WHICH YOU WERE BORN TO FIND OUT THE PROPER PROCEDURES AND FEES.