

# **COURT OF COMMON PLEAS**

## **for the State Of Delaware**



## ***CHANGE OF NAME PETITIONS***

<http://courts.state.de.us/commonpleas/>

**THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE**  
**INSTRUCTIONS FOR CHANGE OF NAME PETITIONS**

This is your change of name packet. It includes the following documents:

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## **GENERAL INSTRUCTIONS**

- **Where to file:** your Petition for Change of Name and supporting documents must be filed in the Court of Common Pleas in the county in which you reside. If you or your spouse is in the military or seeking higher education in Delaware, you are eligible to change your name in Delaware only if you claim Delaware as your State of residency.
- **Filing Fee:** when you file your Petition for Change of Name, you will be required to pay a fee of \$85.00. You will receive the original Order signed by the Judicial Officer, plus eight certified copies of the signed Order. Additional copies may be obtained at a cost of \$10.00 per copy.
- **Required Documents:**<sup>1</sup> you will be required to file the below-listed documents in the Court of Common Pleas in the county in which you reside. Petitions that are incomplete in any way will not be accepted. Contact information for the Court in each county is provided in the Resources section on page 2.
  1. **Petition for Name Change.** The Petition for Name Change form is available on pages 4–5. In filling out the Petition, make certain you outline the full name of the individual(s) seeking to have his/her name changed, indicating full addresses, including zip codes and daytime telephone numbers. This is important because the Court Clerk may need to contact you prior to your hearing date. If you move before receiving your copy of the Order, you must notify the Clerk’s Office of your new address and telephone number.
  2. **Affidavit of Petitioner.**<sup>2</sup> The Affidavit of Petitioner form is available on page 6. Importantly, you must have the Affidavit notarized by a Notary Public.
    - ♦ To locate a Notary Public, you can refer to public libraries, postal/passport services, police stations, insurance/realtor offices, car dealerships, or local government offices. Notary Publics typically charge a small fee for notarization services.
  3. **Affidavit of Newspaper Publication.** Notice must be given to the public that you are changing your name. To do this, you must publish the Newspaper Notice of Publication (available on page 7) in a newspaper of general circulation in the county in which you reside. Newspaper contact information is provided in the Resources section on page 2. Additionally:
    - ♦ The Notice must be published once a week for three consecutive weeks.
    - ♦ The Notice must have been published within the past six months.
    - ♦ You are responsible for the cost of the publication. Charges may vary by newspaper.
    - ♦ After publication is complete, the newspaper must fill out and sign the Affidavit of Newspaper Publication.
    - ♦ Contact information for newspaper publications is available in the Resources section on page 2.
  4. **Birth Certificate.**
  5. **Photo ID.**
  6. **Documents related to any previous name change.**
  7. **Final order of divorce, or any other court process that has led to this name change.**
- **Hearing.** Once you have filed all of the required documents with the Court, you will be assigned a hearing date. You must appear 30 minutes before your scheduled appearance to check in with the bailiff and be directed to the appropriate courtroom. Proper dress is required to enter the courtroom.

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<sup>1</sup> During the COVID-19 pandemic, the Supreme Court has suspended the requirement of a notarized signature.

<sup>2</sup> An affidavit is a sworn statement; it must be signed and notarized. For more information, visit: <http://delcode.delaware.gov/title10/c053a/index.shtml>.

## **RESOURCES**

Petitioner(s) must be resident(s) of the State of Delaware in the county in which the petition is filed. Contact information for the Court and a number of approved locations for newspaper publication is provided below. Please direct any questions to the Offices of the Clerk, Court of Common Pleas in your county.

### **SUSSEX COUNTY**

**Sussex County Courthouse:** 1 The Circle  
Georgetown, DE 19947  
(302) 858-5730  
[CCPSussex\\_CivilFilings@delaware.gov](mailto:CCPSussex_CivilFilings@delaware.gov)

#### **Newspaper Publications:**

*The Sussex Countian* (302) 678-3616  
linda.miller@doverpost.com

*The Cape Gazette* Telephone: (302) 645-7700  
(in-person only, and must bring ID)

### **KENT COUNTY**

**Kent County Courthouse:** 414 Federal Street  
Dover, DE 19901  
(302) 735-3900  
[CCPKent\\_CivilFilings@delaware.gov](mailto:CCPKent_CivilFilings@delaware.gov)

#### **Newspaper Publications:**

*The Delaware State News* (302) 741-8298  
legalads@newszap.com

*The Dover Post* (302) 678-3616  
linda.miler@doverpost.com

### **NEW CASTLE COUNTY**

**New Castle County Courthouse:** Leonard J. Williams Justice Center  
500 N. King Street  
Wilmington, DE 19801  
(302) 255-0942  
[CCPNCC\\_CivilFilings@delaware.gov](mailto:CCPNCC_CivilFilings@delaware.gov)

#### **Newspaper Publications:**

*News Journal Company* (302) 324-2500

*Newark Post* (302) 737-0724  
legals@chespub.com

*New Castle Weekly* (302) 328-6005  
newcastleweekly@aol.com

*Middletown Transcript* (302) 378-9531  
Email: linda.miler@doverpost.com

*NEWSPAPER NOTICE OF PUBLICATION*

**IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE**  
**IN AND FOR**  
 **NEW CASTLE COUNTY**     **KENT COUNTY**     **SUSSEX COUNTY**

**IN RE: CHANGE OF NAME OF:**            )  
  )  
\_\_\_\_\_  
PETITIONER(S)                                )  
  )  
          TO                                        )  
  )  
\_\_\_\_\_  
  )

NOTICE IS HEREBY GIVEN that \_\_\_\_\_ intends  
to present a Petition to the Court of Common Pleas for the State of Delaware to change his/her name to  
\_\_\_\_\_.

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Petitioner

DATE: \_\_\_\_\_

**IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE**  
**IN AND FOR**  
 **NEW CASTLE COUNTY**     **KENT COUNTY**     **SUSSEX COUNTY**

**IN RE: CHANGE OF NAME OF:** \_\_\_\_\_ )  
 )  
 ) **C.A. No** \_\_\_\_\_ )  
**PETITIONER(S)** \_\_\_\_\_ )  
 )  
**TO** \_\_\_\_\_ )  
 )  
 )  
 \_\_\_\_\_ )

**PETITION FOR NAME CHANGE**

1. Petitioner, whose address is \_\_\_\_\_,  
has been a resident of \_\_\_\_\_ County, State of Delaware, for more than six  
months.

2. Petitioner's daytime telephone number is \_\_\_\_\_.

3. Petitioner's date of birth is \_\_\_\_\_, and Petitioner's location of  
birth is \_\_\_\_\_. (If current name is different from birth  
name, please provide documentation of previous name changes).

4. Petitioner desires to change his/her name from \_\_\_\_\_  
to \_\_\_\_\_. (If name change is due to divorce or other court process,  
please provide the Final Order in that matter).

5. The reason for the proposed change of name is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

6. Petitioner certifies that there are no creditors or other persons who will be defrauded or adversely affected by said change of name.

7. Notice of this Petition has been published in \_\_\_\_\_  
Newspaper in \_\_\_\_\_ County, Delaware, once per week for three weeks prior to the filing of this Petition. An Affidavit of Publication is attached hereto as "Exhibit A," and incorporated herein by reference.

8. Petitioner:

- Does  Does Not have pending criminal charges, and  
 Is  Is Not subject to supervision of the Department of Correction.

*COMPLETE THIS SECTION ONLY IF PETITIONER HAS PENDING CRIMINAL CHARGES OR IS CURRENTLY SUBJECT TO THE SUPERVISION OF THE DEPARTMENT OF CORRECTION*

9. The following criminal charges are pending against Petitioner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

10. If Petitioner is on probation or parole, specify the name of the officer, the term of probation or parole, and the charge(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Petitioner

IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE  
 IN AND FOR  
 NEW CASTLE COUNTY     KENT COUNTY     SUSSEX COUNTY

IN RE: CHANGE OF NAME OF: )  
 )  
 \_\_\_\_\_ )  
 PETITIONER(S) )  
 )  
 TO )  
 )  
 \_\_\_\_\_ )

**AFFIDAVIT OF PETITIONER**

BE IT REMEMBERED that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the  
 Petitioner(s) personally appeared before me, the Subscriber, a Notary Public in and for the State  
 and County aforesaid and being duly sworn by me according to law, deposes and says that he/she  
 is the Petitioner(s) above named, and that the facts set forth in the Petition are true and correct to  
 the best of their knowledge or belief.

\_\_\_\_\_  
 Petitioner

\_\_\_\_\_  
 Petitioner

SWORN AND SUBSCRIBED before me on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Notary



**IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE**  
**IN AND FOR**  
 **NEW CASTLE COUNTY**     **KENT COUNTY**     **SUSSEX COUNTY**

**IN RE: CHANGE OF NAME OF:** \_\_\_\_\_ )  
 )  
 )  
 )  
**PETITIONER(S)** \_\_\_\_\_ )  
 )  
 )  
**TO** \_\_\_\_\_ )  
 )  
 )  
 \_\_\_\_\_ )

**AFFIDAVIT OF NEWSPAPER PUBLICATION**

\_\_\_\_\_, of the \_\_\_\_\_, a weekly newspaper  
(Newspaper representative) (Newspaper)  
 published in the above-listed county, State of Delaware, personally appeared before me this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and, being duly sworn, states that the above-  
 named Petitioner(s) has publicly given notice of their change of name petition for three consecutive  
 weeks from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
 Newspaper Representative

SWORN AND SUBSCRIBED before me on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Notary