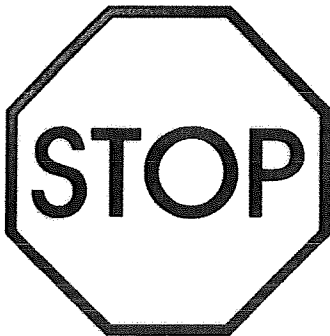


CHANGE OF NAME

(ADULTS)

\$10.00



Did you request this packet with the goal of changing your name in order to receive a Real ID Driver's License? If so, read the document titled FAQs regarding Vital Records and Real ID located on the last two pages of this packet prior to completion as there may be other options available to you.

Background and General Information

This packet is designed to help you through the process of completing a Change of Name case. You must be 14 years of age or older in order to use this packet. There are special requirements if the name change is for someone under 14 years of age. The Center for Self Help and Dispute Resolution has a separate packet for Change of Name (Under 14).

INCLUDED DOCUMENTS

- Text of Statute for Change of Name
- Petition to Change Name (Adult)
- Notice of Petition to Change Name (Adult)
- Affidavit of Publication (Adult)
- Final Order Changing Name (Adult)
- Order Sealing Final Order to Change Name
- Request for Interpreter
- Sample Letter to Vital Statistics
- FAQs regarding Vital Records and Real ID

BACKGROUND

The District Court of New Mexico has jurisdiction to order a name change if the Petitioner is a resident of this state. The petition must be filed in the county in which the Petitioner resides. A copy of the statute governing name change is included with these materials. The forms in this packet are for handling your own court case Pro Se (without an attorney). If you feel you need further assistance or representation, please consult an attorney. As a self-represented litigant, it is your responsibility to comply with all court rules and procedures.

This packet gives basic information and instructions on preparing and filing a petition and the other pleadings to complete the change of name process. You will have to read the instructions carefully and tailor everything to fit your own situation.

There are additional associated costs with name changes including the filing fee of \$132.00

Publication Expenses	- \$45.00 (2 weeks in Health City Sun)
Certified copies	- \$1.50 each
Filing with the County Clerk	- \$25.00
Birth Certificate	- \$20.00

COMPLETING AND FILING THE PETITION AND NOTICE OF PETITION

1. Complete the Petition for Name Change and Notice of Petition for Name Change forms and make two (2) copies of each. The clerk can make copies for a charge of \$0.35 per page, cash, cashier's check, or money order only. No checks, debit cards or credit cards accepted.

2. Prepare the caption on the *Petition to Change Name*. The caption is the upper third of the page. The caption will be the same on all of the documents that you prepare.
3. Leave blank the line that has "No." The Court Clerk will assign you a file number and stamp the number on the first set of papers. You will write this number on the other captions.
4. In the second space on the caption that states "In the Matter of the Petition of _____ for Change of Name" write the name(s) that you want to change. In this space, you should write the name that you are seeking to change. This name is generally the name on your birth certificate or your social security card. ***If you have questions about the names, you should seek the advice of an attorney.***
5. In Paragraph 1 of the *Petition*, write the name that you want to change just as you wrote it above.
6. In Paragraph 4 of the *Petition*, "Current Name" refers to the name that you want to change and "Proposed Name" refers to the new legal name that you would like to have. Current Name and Proposed Name will be mentioned several times in these documents and should always be the same as listed on the *Petition*.
7. Complete the *Notice of Petition for Name Change*. The Judge's name goes in the space following "This Petition will be heard before the Honorable_____". If you have this form ready when you file the *Petition*, the Clerk will probably use a stamp to put the Judge's name on this blank.
8. Leave the spaces blank for the date and time of the hearing. The Judge's assistant will fill these blanks scheduling the hearing.
9. File the Petition in the Clerk's Office, Room 119, first floor, of the Bernalillo County Courthouse at 400 Lomas Blvd. NW, between the hours of 8:00 A.M. and 4:00 P.M.*, Monday - Friday. Submit the filing fee of \$132.00 (the Court does not accept personal checks or credit cards) cash, money order, or cashier's check, payable to Clerk of the District Court. A Judge is randomly assigned to your case.

*Hours subject to change. Call 505-841-7438 to confirm hours.

SCHEDULING THE HEARING:

1. Once a Judge is assigned to your case, take your forms to that Judge's office and the assistant will schedule a date and time for your hearing.
2. After a hearing date has been scheduled, you must return to the Clerk's Office (room 119) to file the *Notice of Petition to Change Name*.

3. This *Notice* must be filed with the court before it is published in the paper. The clerk will file the original and return the endorsed copies to you.

PUBLICATION

1. New Mexico law requires that the *Notice of Petition to Change Name* be published in a printed paper in the county where the applicant resides for two consecutive weeks. Many papers publish legal notices in Bernalillo County for a fee such as the Albuquerque Journal (505) 823-3378 and The Health City Sun.
2. You may contact the Health City Sun at (505) 242-3010 between the hours of 9:00 A.M.-5:00 P.M. Monday through Thursday & 9:00 A.M.-3:00 P.M. Friday. Take \$45.00 (cash or check only) to publish an ENDORSED copy of the *Notice of Petition to Change Name*.
3. This document must be published once a week for two (2) consecutive weeks.

FILING AFFIDAVIT OF PUBLICATION

1. After the last publication, the newspaper will send an *Affidavit of Publication* to you. Attach the affidavit to the *Affidavit of Publication* form in this packet.
2. Make two (2) photo copies and return to the clerk's office at the Court (room 119) to file the original *Affidavit of Publication*; it is proof of publication as required by the Name Change Statute (law). The clerk will endorse stamp your copies and return them to you.
3. Bring an endorsed copy to your hearing.

PREPARING FINAL ORDER, ORDER TO SEAL, AND HEARING

1. Complete the *Final Order Changing Name* and the *Order Sealing Final Order to Change Name* and make two copies of each.
2. Bring these forms to your scheduled hearing along with an endorsed copy of the *Affidavit of Publication*. Be on time for the scheduled hearing. Check in with the judge's assistant as soon as you arrive. Failure to attend the hearing or to properly publish may result in your case being dismissed by the judge.

FILING YOUR NAME CHANGE ORDER

1. If the judge signs the *Final Order Changing Name* and the *Order Sealing Final Order to Change Name*, you must return to the Clerk's Office to have both Orders filed.
2. The Orders are NOT EFFECTIVE UNTIL FILED BY THE CLERK. DO NOT TAKE THE ORIGINAL ORDERS OUT OF THE COURTHOUSE.

NOTE: You may want several certified copies of the *Final Order to Change Name*. Ask the clerk to certify as many copies as you require. The cost is \$1.50 per certification: cash, money order, or cashier's check only. Copies cost \$0.35 per page.

FILING ORDER WITH COUNTY CLERK

The last part of §40-8-1, NMSA 1978, the change of name statute, requires you take a certified copy of the *Final Order* to the County Clerk's office for filing. The fee for filing a certified copy of the *Final Order* is \$25.00.

OTHER INFORMATION

1. If you want to have other documents, such as your driver's license, social security records, credit cards, school records, etc., changed to show your new name, you should contact the agency or organization for requirements to update their records. Some of these agencies will want a certified copy of the *Final Order*; others will accept a photocopy of the *Final Order*.
2. If you were born in New Mexico and want to have your birth certificate changed to show the new name, send one of the certified copies of the *Final Order* to the Office of Vital Statistics in Santa Fe. This packet includes a sample letter to Vital Statistics in Santa Fe requesting a revised birth certificate. The cost for having the state's Vital Statistics records changed and obtaining a copy is \$20.00. Processing the name change and sending a revised birth certificate sometimes takes several weeks, so plan ahead if you are going to need a new birth certificate issued.

Text of Statute for Change of Name
§§40-8-1 through 40-8-3, NMSA 1978 as amended

§40-8-1 Change of name: Petition and Order.

Any resident of this state over the age of fourteen years may, upon petition to the district court of the district in which the petitioner resides and upon filing the notice required with proof of publication, if no sufficient cause is shown to the contrary, have his name changed or established by order of the court. The parent or guardian of any resident of this state under the age of fourteen years may, upon petition to the district court of the district in which the petitioner resides and upon filing the notice required with proof of publication, if no sufficient cause is shown to the contrary, have the name of his child or ward changed or established by order of the court. When residents under the age of fourteen years petition the district court for a name change, the required notice shall include notice to both legal parents. The order shall be entered at length upon the record of the court, and a copy of the order, duly certified, shall be filed in the office of the county clerk of the county in which the person resides. The county clerk shall record the same in a record book to be kept by him for that purpose.

§40-8-2 Notice of petition; exception.

A. Before making application to the court for changing or establishing a name as provided in Section 40-8-1 NMSA, the applicant must cause a notice thereof, stating the nature of the application, the time and place, when and where the application will be made, to be published in the county where the application is to be made, and where the applicant resides, the notice to be published at least once each week for two consecutive weeks, in some newspaper printed in the county. If there be no newspaper published in the county where the applicant resides, then the notice shall be published in a newspaper printed in the county nearest to the residence of the person, and having a circulation in the county where the person resides.

B. If the court finds that publication of an applicant's name will jeopardize the applicant's personal safety, the court shall not require publication. The court shall order all records regarding the application to be sealed. The records shall only be opened by court order based upon a showing of good cause or at the applicant's request.

§40-8-3 Hearing at regular term in county of petitioner's residence.

That the hearing and determination of all proceedings instituted under the provisions of this chapter (§40-8-1 to §40-8-3 NMSA 1978), and the final order of the court therein, shall be had and made at some regular term of the district court sitting within and for the county wherein said petitioner resides,

STATE OF NEW MEXICO
COUNTY OF BERNALILLO
SECOND JUDICIAL DISTRICT COURT

No. _____

IN THE MATTER OF THE PETITION OF

FOR CHANGE OF NAME

PETITION TO CHANGE NAME
(ADULT)

1. COMES NOW the Petitioner, _____
pursuant to §40-8-1, NMSA 1978, and states as follows:
Print your full legal name.

2. Petitioner is over the age of fourteen (14) years.

3. Petitioner is a resident of _____, Bernalillo
County, New Mexico.
Print the city in which you live.

4. The Petitioner seeks the following name change:

<i>Current Name</i>	<i>Proposed Name</i>	<i>Year of Birth</i>

5. There is no sufficient cause to the contrary why his/her name should not be changed to and established as stated in paragraph 4 of this petition.

WHEREFORE, Petitioner prays:

1. That the Court set a hearing in this matter; and
2. Following the time set for the hearing, the Court enter its Order changing and establishing Petitioner's name as stated in paragraph 4 of this petition.

Respectfully submitted,

Signature, Petitioner, pro se (sign your current name)

Name: _____

Mailing Address: _____

Phone number _____

STATE OF NEW MEXICO
COUNTY OF BERNALILLO
SECOND JUDICIAL DISTRICT COURT

No. _____

IN THE MATTER OF THE PETITION OF

FOR CHANGE OF NAME

NOTICE OF PETITION TO CHANGE NAME
(ADULT)

NOTICE IS HEREBY GIVEN that _____,

Print your full legal name.

Resident of the City of _____, County of Bernalillo, State of

Print the city in which you live.

New Mexico has filed a Petition to Change Name in the Second Judicial District Court,
Bernalillo County, New Mexico, wherein he/she seeks to change his/her name as follows:

Current Name

Proposed Name

--	--

This Petition will be heard before the Honorable _____,
District Judge, on the _____ day of _____ 20 ____, at the hour of _____
am/pm, at the Bernalillo County Courthouse, 400 Lomas NW, Albuquerque, New Mexico.

Respectfully submitted,

Signature, Petitioner, pro se (sign your current name)

Name: _____

Mailing Address: _____

Phone number _____

STATE OF NEW MEXICO
COUNTY OF _____
_____ JUDICIAL DISTRICT COURT

CAUSE NO. _____

IN THE MATTER OF THE PETITION OF

FOR CHANGE OF NAME

**AFFIDAVIT OF PUBLICATION
(ADULT)**

STATE OF NEW MEXICO
COUNTY OF BERNALILLO
SECOND JUDICIAL DISTRICT COURT

No. _____

IN THE MATTER OF THE PETITION OF

FOR CHANGE OF NAME

FINAL ORDER CHANGING NAME
(ADULT)

THIS MATTER having come before the Court upon a Petition for Change of Name and the Court having considered said Petition and being otherwise advised in the premises, finds as follows:

1. This Court has jurisdiction over the subject matter and the party hereto.
2. Petitioner, whose date of birth is _____, and who is over the age of fourteen
Print your date of birth
(14) years, is a resident of the City of _____, Bernalillo
Print the name of the city in which you live.
County, New Mexico.
3. The Petitioner seeks the following name change:

<i>Current Name</i>	<i>Proposed Name</i>

4. It appears that notice of said Petition has been published in the manner and for the time provided by law.
5. No person has objected to the change of name as requested herein.
6. The Court finds no reason why the Petition should not be granted.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED as follows:

A. The Court adopts paragraphs numbered 1 through 6 above as findings of this Court;

B. Said Petition should be, and the same is hereby, granted;

C. Petitioner's name of _____ is hereby changed to

Print your current legal name.

Print the new name that you are requesting.

DISTRICT COURT JUDGE

STATE OF NEW MEXICO
COUNTY OF BERNALILLO
SECOND JUDICIAL DISTRICT COURT

No. _____

IN THE MATTER OF THE PETITION OF

FOR CHANGE OF NAME

ORDER SEALING FINAL ORDER TO CHANGE NAME

THIS MATTER comes to the Court's attention as a result of Petitioner's Final Order to Change Name. The Court has determined, sua sponte, that the Final Order to Change Name, filed concurrently with this Order, shall be sealed pursuant to Rule 1-079 NMRA. The Court finds that the Final Order to Change Name contains protected personal identifier information. An overriding interest exists in maintaining the confidentiality of an individual's personal information that overcomes the right of public access to the court record and which supports sealing the Order to protect confidentiality. A substantial probability exists that this overriding interest will be prejudiced if the court record is not sealed. This proposed sealing is narrowly tailored and, at this time, no less restrictive means exist to achieve the confidentiality of the Final Order filed in the Court.

This Order is not sealed, and Petitioner in this matter is authorized to have access to the sealed Court record. This Order shall remain in effect until further order of the Court. Petitioner is entitled to notice of any future motion to unseal the court record or modify the sealing Order.

IT IS SO ORDERED.

DISTRICT COURT JUDGE

STATE OF NEW MEXICO
COUNTY OF BERNALILLO
SECOND JUDICIAL DISTRICT COURT

_____, Petitioner

v.

_____, Respondent

NO. _____

REQUEST FOR INTERPRETER

PERSON NEEDING INTERPRETER: Party _____ Witness for _____

NAME OF PERSON NEEDING INTERPRETER: _____

SPECIFIC MATTERS TO BE HEARD: _____

DATE: _____ **TIME:** _____ **LOCATION:** _____

JUDGE: _____ **TIME REQUIRED:** _____

LANGUAGE NEEDED: Spanish _____ Sign _____ Other _____

REQUESTED BY: _____

Signature of party or party's attorney

[BELOW FOR CLERK'S USE ONLY]

NAME OF INTERPRETER: _____

DATE INTERPRETER CONTACTED: _____

DATE/TIME VERIFIED WITH INTERPRETER: _____

BY _____

Deputy Clerk

USE NOTE

The party requesting the interpreter is responsible for notifying the court clerk's office if cancellation of the interpreter services is required. If the requesting party fails to do so in a timely manner, that party may be responsible for the fees and mileage expenses of the interpreter in accordance with the Administrative Office of the Courts Court Interpreter Standards of Practice and Payment Policies.

[Adopted by Supreme Court Order No. 12-8300-022, effective for all cases filed or pending on or after January 1, 2013].

(Date)

Registrar
New Mexico Health Department Vital Records
PO Box 26110
Santa Fe, NM 87502-6110

Dear Sir/Madam:

I have recently changed my name and would like to amend my birth certificate. My former name was _____ and I was born in _____ County on the _____ day of _____, 20__.

I have enclosed a certified copy of the Order changing name and a check or money order for \$20.00. Please send me a copy of my amended birth certificate.

Sincerely,

(Your Signature)

(Your Name)

(Address)

(City, State and Zip Code)

FAQs regarding Vital Records and Real ID

- **The name on my birth certificate is the Spanish version of the name I use (e.g., the name that appears on my birth certificate is *Juan* but I have used *John* since I was a child). Do I need a legal name change to amend my birth record?**
 - No. You do not need to obtain a legal name change if you provide two or more forms of acceptable documentary evidence* along with your application to change the name on your birth certificate.

- **I use the middle name listed on my birth certificate as my first name (e.g., the name that appears on my birth certificate is *Jennifer* but I have used my middle name, *Anne*, since I was a child). Do I need a legal name change to amend my birth record?**
 - No. BVRHS can amend a birth certificate to reverse the order of the first and middle name on the current record if you provide two or more forms of acceptable documentary evidence* along with your application to make the change on your birth certificate.

- **All my identity documentation contains my married name (e.g., driver's license, passport, etc.). Do I need to legally change the last name listed on my birth record to reflect my married name?**
 - No. To obtain a Real I.D. driver's license, provide Motor Vehicle Division documentation of your legal marriage and name change; no change to your birth record is needed.

- **I have obtained a legal name change by court order. Does my birth record need to be amended to reflect my name change for the purposes of obtaining a Real ID?**
 - No. To obtain a Real ID driver's license, provide the Motor Vehicle Division documentation of your legal name change along with a certified copy of your birth certificate.

- **The name listed on my birth certificate is spelled incorrectly. How do I correct it?**
 - In order to correct the birth record, you must complete an affidavit and provide two or more forms of acceptable documentary evidence* along with your application.

***Acceptable documentary evidence** is (a) an original or certified copy; (b) that demonstrates that a registrant has used the name desired at least five years prior to the date of the request to amend and within seven years of the applicant's birth; and (c) may include the following types of documents:

- o Baptismal Certificate
- o Tribal Birth Affidavit
- o Cumulative School Records
- o Voter Registration Application
- o Medical Records
- o Marriage Application
- o Military Records including a DD-214
- o Insurance Policies (Life, Medical, Etc.)
- o Copy of Original Social Security Application SS-5

***If you have already amended an element of your birth record, a court order is required to amend it a second time even if a court order was not required for the first change.*