

## MN Name Change Process – October 2023 (Adult)

### Who may apply?

To apply for a name change, each applicant must:

- have lived in the State of Minnesota for at least six months;
- file the Application for Name Change in the county in which you presently live;
- be at least 18 years of age (*a parent, legal guardian or next of kin may file on behalf of a minor*)
- Pay the civil filing fee: Varies by county *roughly \$300* (Make checks payable to: **District Court Administrator**) ○ Or apply for a fee waiver due to low income, if you qualify.

### STEP ONE

Get the following forms from the Court Administrator's office or from the Minnesota Judicial Branch website (<http://www.mncourts.gov/forms>):

- Application for Name Change and Other Relief ([NAM102](#))
- Criminal History Check Release ([NAM103](#))
- Proposed Order Granting Name Change ([NAM107](#)) – Complete only the portions of the order above the **"IT IS ORDERED"** section. Do not fill in any information below **"IT IS ORDERED."**

### STEP TWO

Complete the application and criminal history forms. The forms should be typed or legibly written using black ink.

**Detailed steps for each form included in this packet.**

### STEP THREE

***File the application packet:***

#### **By Mail:**

Mail the completed application packet, including check made payable to **District Court Administrator**, to the **Civil Filing division of your local district court** of where you reside (Hennepin: Fourth District etc.) to be filed.

Find your District Court address here: [Minnesota Judicial Branch - Find Courts](#)

Example:

Hennepin County District Court  
Attn: Civil Filing

300 South 6th Street, #C-332  
Minneapolis, MN 55487-0332

**In Person:**

Hennepin County:

Go to the **Civil Filing** counter on the 3rd floor of the C Tower in the [Hennepin County Government Center](#) in downtown Minneapolis.

Ramsey County:

**Civil Filing**

15 W Kellogg Blvd, Room 170  
St Paul MN 55102  
(651) 266-8253

**For all other districts use [THIS LINK](#) to find the Civil Filing Division of your district court!**

**PAYMENT OF FEES**

The amount it costs to file for a name change varies **by county**. Check fees in your county [HERE](#)

- If filing by **mail** include a check for made payable to **District Court Administrator**
- If filing **in-person** can be paid in cash, check, card or money order at Civil Filing Division of your local district court

**FEE WAIVER:**

Eligibility:

1. You are receiving public assistance under one or more of the following programs:

Minnesota Family Investment Plan (MFIP), MFIP-Emergency Assistance, or MFIP Diversionary Assistance; General Assistance or Emergency General Assistance; Medical Assistance or General Assistance Medical Care; Food Stamps; Supplemental Security Income; Minnesota Supplemental Assistance (MSA) or MSA-Emergency Assistance; Energy Assistance.

**OR**

2. You are represented by a legal services or volunteer attorney on behalf of a civil legal services program or a volunteer attorney program based on indigence.

**OR**

3. Your annual family income before taxes is less than 125% of the Federal Poverty Guidelines ([2023 figures](#)) for your family size.

1. Complete the [Affidavit for Proceeding In Forma Pauperis](#).

**Note: The heading does not quite fit the format for petitioning for a name change. Write your current legal name above “Petitioner/Plaintiff” – because there is no Defendant/Respondent you can leave that blank**

This process has been updated as of **September 2023**, please ensure you have the correct form linked above, it should say “FEE102 ... Rev 9/23” at the bottom of the page

Feel free to use the instruction booklet on the [MN court website](#) for additional help on this process

#### **STEP FOUR**

After all forms are submitted and filed with the court, **within 2 weeks**, the court will send you a letter, the Notice of Judicial Assignment, telling you which judge has been assigned to your case.

The letter will tell you the judge’s clerk’s phone number.

**Call the judge’s clerk to schedule a hearing.**

If there are other parties you need to serve (for example, a non-applicant parent), ask for a court date that is at least **30 days away** so you have enough time to give everyone **notice**.

**Make sure you write down the date, time, and room number of the hearing.**

**If you need an interpreter, let the clerk know.**

#### **STEP FIVE**

Go To Your Court Date: Be on time!

You will need to bring two witnesses to the hearing.

***Both of these witnesses must be friends or family who have known you for at least one year.***

If you are married, one witness should be your spouse.

If you are requesting the name change of a minor, the minor should attend the hearing.

**If you are asking for an Order to change the sex designated on your birth certificate**, you may want to also come to court with written **medical certification of appropriate clinical treatment for gender transition** in the form of an original **letter from a licensed physician**.

If you are unsure about what to bring, you should ask the assigned judge’s clerk what you need to bring at the hearing. You must also follow the directions below regarding all changes to birth certificates. Finally, if you are not changing your name you cannot use these forms to amend your birth record

## STEP SIX

**Get Certified Copies of the Order:** You will need a certified copy of the Court's order to change important documents (such as MN I.D. or driver's license, social security card, bank account, etc.).

If you requested a birth record amendment (and the judge granted it), you will use the certified copy of the Court's order to apply for the new birth certificate through the Minnesota Department of Health.

The following is a list of additional items to consider changing:

- ***Your driver's license or Minnesota ID card must be changed within 30 days.*** For more information, see [MN Department of Public Safety](#).
- Your [Social Security](#) registration. (Telephone Contact Number is (800) 772-1213)
- Your voter's registration.
- State and federal authorities.
- Insurance companies and pension/retirement companies or human resources department at work.
- Social service or other entitlement programs.
- Car titles (and again the insurance company)
- Notify your bank and other institutions where you have loans, checking accounts, and savings, and cash cards.
- Amend your will if you have one. See your attorney about this and other legal items.
- Credit card accounts and other charge accounts should be changed.
- [Passports](#) (obtain information from your local license center)
- School (including college and university) records
- If you are of draft age, the registration office should be informed of your new name.
- Notify military benefits offices, including the [Veterans Administration](#), if you have such rights.
- Your doctors' offices, dentist, pharmacy, and hospital may need to amend their records so your future insurance claims can be properly processed with your insurance carriers.
- Inform the [U.S. Postal Service](#) and publishers of periodicals and publications.
- Your Tribe of registration if you are an enrolled Native American.
- Student loan servicing institution.
- [U.S. Citizenship and Immigration Services](#), 2901 Metro Drive, Bloomington, MN 55425.
- Legal authorities, if there are records of any felonies.

**NAM102**

1. Skip the header information this will be filled out by the courts when the forms are filed e.g.,

**State of Minnesota**  
of:  
Judicial District:

**District Court** County  
Court File Number:  
Case Type: Name Change

2. Indicate if an interpreter will be needed for your hearing, and what language you would need interpretation to
3. Under "In the Application of" list current legal First, Middle and Last Name of each adult filing the name change order (spouses and minor children can all apply together on one application.)
4. Indicate your current legal address, be sure it is somewhere you can receive mail, as this is the main way the courts will communicate with you.
5. List current legal First, Middle, Last names of applicant and Date of Birth. If applying with spouse only one of the two of you will be the main applicant, so only list one name under "Name of Applicant"
6. Indicate and Name spouse and children if applicable, even if they are not changing their names. Make sure to include all legal names and date of births for each family member.
  - a. If your spouse or children are also changing their name, make sure to indicate this.

**If you do not have a spouse or children, make sure to check the "N/A" checkboxes on form**

7. Under "7. Applicant requests:" Check all boxes that apply:
  - a.  **To have applicant's name changed**
    - i. From: List current legal first, middle and last names exactly as they appear on government documents
    - ii. To: List desired new first, middle and last names as you want them to appear. If you want to keep one of your previous names, just make sure to write them in the appropriate box For example:

From:

Current First Name: John

Current Middle Name: Morgan

Current Last Name: Doe

To:

First Name: Jane

Middle Name: Morgan Last

Name: Smith

- b.  To have applicant's name changed on the birth record created or maintained by the Minnesota Department of Health to:
    - i. Must be exactly the same as your new proposed name in the previous question
  - c.  To have the applicant's sex changed on the birth record created or maintained by the Minnesota Department of Health from \_\_\_\_\_ to \_\_\_\_\_ .
    - i. E.g. male to female or female to male
  - d.  To have the Minnesota Department of Health issue and register a replacement birth record.
    - i. You can even request that the previous birth record be sealed with no reference of your former name or sex assigned at birth
  - e.  To have the name of applicant's spouse changed:
    - i. Use the same format as above
  - f.  To have the names of applicant's minor children changed:
    - i. Use the same format as above
8. In the next section you must disclose any criminal history you may have. Criminal history includes any time you have been charged **and** convicted of a felony or misdemeanor. This includes if you have been convicted in a different state.

You will have to fill out a criminal background check as part of your application regardless of if you have criminal history or not. List all information of prior convictions.

9. List all legal descriptions of property if you, your spouse, or minor children have a claim, interest, or lien on any property. You must show who has interest and the nature of the interest in the property.

You may need to include a separate piece of paper with the application that has this information on it.

Example of Legal Description: **Lot 1, Block 4, Hamden Edition, Hennepin County, Minnesota**. You can get a copy of the legal description from the Deed, Contract for Deed or Certificate of Title at

the office of the County Recorder or Registrar of Titles in the county where the property is located.

Do not use property descriptions found on tax statements

10. Indicate if you are involved in a victim or witness protection program
11. Indicate if the name change is being requested by someone being incarcerated and held within a correctional facility. This will require an additional separate form called the *Inmate Affidavit for Name Change*.
12. Indicate if the name change being requested is due to a divorce or dissolution of marriage, and you are seeking to return to the name used on your birth certificate
13. The application must be signed under penalty of perjury. By signing the application under penalty of perjury, you are stating that the information in the document is true to the best of your knowledge. Perjury is the crime of intentionally lying or misrepresenting the truth, punishable by jail or other sanctions.
  - If your spouse is included in the application, both you and your spouse must also sign the application under penalty of perjury.
  - If any minors (14 years and older) are included on the application, the minor needs to sign the application. Minors under 14 years of age do not need to sign the application.



**NAM103 Criminal History Check**

Minn. Stat. § 259.11 requires the Court to determine whether any person seeking to have their name changed has a criminal history in Minnesota or any other state. The court may conduct a search of national records through the FBI by submitting a set of fingerprints and the required fee to the Bureau of Criminal Apprehension. To comply, you must complete a Criminal History Check Release form for each party age 10 and over covered by the application. A criminal history check will be made on all persons age 10 and over listed on the application.

**If any applicant has a criminal history, both the person whose name is changed and the Court shall report the change within 10 days of receiving a copy of the order by mailing a copy of the order granting the name change to:**

Attention: CRIS Section  
Bureau of Criminal Apprehension  
1430 Maryland Avenue East  
St. Paul, MN 55106

Fill out form NAM103 for each person changing their name who is 10 years or older.

On the form:

Fill out your legal name as it is currently, as well as any names you have used in the past that may contain a criminal history.

Include you DOB, your sex as it currently stands legally and the race you identify with.

Sign to give permission to law enforcement agencies, the Bureau of Criminal Apprehension and/or the Federal Bureau of Investigation to release criminal history information to the court.

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**UPDATE 10/31/2023**

Courts in Hennepin County have not been sending the background check form to the BCA.

After submitting all of your documents to be filed, you will receive a letter from a clerk of the court confirming that your documents are filed. They will then let you know if an additional step will be necessary to conduct the background check.

**If you need to send the form to the BCA:**

1. Once you have confirmation that your application documents have been filed, go to MN court records online portal - <https://publicaccess.courts.state.mn.us/CaseSearch>
2. Find your case information by looking up your current name and birthdate
3. Your name change application should come up under the title "In the Matter of the Application of XXXXXXXX for a Change of Name"
4. Click View Case Details
5. Scroll to "Consent to Criminal Background Check"
6. Click View Document

This is the same form you submitted to the court, it now has your case number and file date on it.

7. Print this form.
8. Either (a) Bring this form to the BCA office with \$15 cash or check  
Or (b) Mail \$15 check to:  
Minnesota Bureau of Criminal Apprehension  
ATTN: CHA Unit  
1430 Maryland Ave. E.  
St. Paul, MN 55106
9. Confirm with the clerk that the BCA now is running the background check, they should update you when the courts receive the information back from the BCA.

## NAM107

Complete only the portions of the order above the “**IT IS ORDERED**” section.

Do not fill in any information below “**IT IS ORDERED.**”

1. Fill out the header information:

Under “**In the Matter of:**” list your current first, middle and last name as they appear on your government issued documents

Under “**For a change of name to:**” list your desired name, exactly how you want it to appear going forward, ensure it matches exactly to what you put on form NAM102

2. In the line “The above entitled matter came on for hearing before the undersigned Judge on...” There will be a blank space left for the date of your hearing, because this is not scheduled yet **LEAVE THIS BLANK.**
3. Indicate your current legal address, be sure it is somewhere you can receive mail, as this is the main way the courts will communicate with you.
4. Provide the current legal name of the applicant and your date of birth
5. Provide the name of your spouse and their DOB, and indicate whether they are included in this application for a name change **OR if you do not have a spouse**, write “N/A”

Provide the name of your minor children and their DOB, and indicate whether they are included in this application for a name change **OR if you do not have minor children**, write “N/A”

6. Check the boxes and indicate all changes you would like made, make sure this matches what you put down on form NAM102
7. Indicate whether or not you have been convicted of a felony. If yes, indicate that you have given proper notice to the prosecuting authority and Minnesota Attorney General **AND** no objection has been filed.
8. Provide the legal description of any land owned by yourself, your spouse or your children.

**STOP: Do not fill in any information below “IT IS ORDERED”**