

## INSTRUCTIONS FOR ADULT CHANGE OF NAME

Safety Note: The change of name process typically requires posting of notices about the change of name request on the Alaska Court System's legal notice website. However, if you have personal safety concerns about posting notice of your change of name request, you can ask the judge to be excused from this requirement. In addition, you can ask that your case be kept confidential and that fake names (pseudonyms) be used to identify you in the court's public index on the Internet. For more information, see the instructions below or contact your local court clerk.

1. Fill out the Petition and the Vital Records report form.

Print or type the information, using black ink.

- a. Petition for Change of Name ([CIV-700](#)).

On the "AT" line at the top of the form, write the city where the court is located.

On the "Petitioner" line, write your current legal name. You should consult your original birth certificate to ensure that you are submitting your current legal name accurately. You will not be able to obtain a birth certificate with your new name from Health Analytics and Vital Records if the current name submitted to the court does not exactly match existing records.

Leave the "CASE NO." line blank.

Fill in the rest of the blanks. If you have personal safety concerns about posting notice of your change of name request, you can ask the judge to be excused from this requirement by filling out court form [CIV-708](#), and filing it with the petition.

You must sign these forms in front of a notary public and swear or affirm that all statements in it are true. A court clerk can provide this notary service for you (at no charge) when you bring the *Petition* to court. You must bring a photo ID with you for the notarization.

- b. Application or Report of Change of Name ([VS-405](#)).

Fill in items 1 through 8(b). Sign and date the form where it asks for applicant's signature and date. The court clerk will fill in items 9 through 12, and sign and date the bottom of the form.

2. Make a copy of the Petition for yourself.
3. File the originals of both forms at the nearest superior court filing location (see list on page 4) and pay the filing fee. Fee amounts can be found in [Administrative Rule 9](#). If you cannot afford this fee, ask the clerk for form [TF-920](#), Request for Exemption from Payment of Fees.

4. Order for Hearing. The court clerk will then give or mail to you an Order For Hearing, Posting and Additional Service ("Order") (court form CIV-701). This Order will tell you (1) the date of your court hearing, (2) whether the court system will post notice\*, and (3) whether or not you must make additional service of the notice in addition to the posting. The hearing date will usually take place at least 40 days after the date of the Order.
5. Posting Notice. The court will automatically post notice on the Alaska Court System's legal notice website for four consecutive weeks unless excused by the court in a written order. Following the posting, the clerk will file the Clerk's Certificate of Service of Posting to the Alaska Court System's Legal Notice Website.
6. Additional Service. In addition to posting on the Alaska Court System's legal notice website, the court may also order you to make additional service. This could include publication in a print or online newspaper, e-mail, posting on a social networking account, posting in public places, or as otherwise ordered by the court.

Publication in a Print Newspaper. If the Order requires you to publish notice in a print newspaper, take the Order to the newspaper listed in the Order right away, and tell the newspaper personnel that you need to publish the "Notice of Petition to Change Name" (on page 2 of the Order) in the legal notices section of their newspaper once each week for four consecutive weeks before the date of the court hearing. You will have to pay the newspaper for this service. Do not delay in doing this. All four publications of the notice must be completed before the court hearing. After the notice has been published all four times, the newspaper will give you an "Affidavit of Publication" which will contain a copy of the published notice and the dates when it was published. File this affidavit with the court before the court hearing.

Posting to an Online Newspaper. If the Order requires you to post the notice to an online newspaper, you must make copies of the notice and post it in the places listed in the Order for the number of days stated in the Order. After posting is complete, you must get an affidavit of publication from the online publication's publisher, manager, foreman, or principal clerk, or by the certificate of the attorney for the party at whose instance the service was made. You must also get a printed copy of the posted notice with the name of the online publication and dates of posting. Attach these documents to a filled out Additional Service (court form [CIV-702](#)). Note: The Affidavit must be signed under oath or affirmation in front of a notary public by the person who did the posting. A court clerk can provide this notary service for you. File the original Affidavit with the court before the court hearing.

Service by E-mail. If the Order requires you to e-mail the notice, you must e-mail a copy of the notice to the intended party as directed in the order. You must then attach a copy of the e-mail to a filled out Affidavit of Additional Service (court form [CIV-702](#)). Note: The Affidavit must be signed under oath or affirmation in front of a notary public

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\* The court will automatically post notice on the Alaska Court System's legal notice website unless excused by the court in a written order.  
See paragraph 7 on the Petition or the top of page 2 of these instructions.

by the person who did the posting. A court clerk can provide this notary service for you. File the original Affidavit with the court before the court hearing.

Posting to a Social Networking Account. If the Order requires you to post the notice to a social networking account, you must post a copy of the notice as directed in the order. You must then attach a screen print of the posting to a filled out Affidavit of Additional Service (court form [CIV-702](#)). Note: The Affidavit must be signed under oath or affirmation in front of a notary public by the person who did the posting. A court clerk can provide this notary service for you. File the original Affidavit with the court before the court hearing.

Posting in Public Places. If the Order requires you to post the notice, you must make copies of the notice and post it in the places listed in the Order for the number of days stated in the Order. After posting is completed, fill out an Affidavit of Additional Service (court form [CIV-702](#)). Note: The Affidavit must be signed under oath or affirmation in front of a notary public by the person who did the posting. A court clerk can provide this notary service for you. File the original Affidavit with the court before the court hearing.

7. Court Hearing. The hearing is usually short and fairly informal. You must tell the judge why you want to change your name, and assure the judge that you are not seeking to change your name in order to avoid debts or defraud anyone.
8. Judgment For Change of Name. If the judge finds sufficient reasons for the change and also finds it consistent with the public interest, the judge will sign a judgment allowing you to take the new name. However, you cannot begin using the new name yet, because the judgment will not be effective until the following steps are completed.
9. Posting Notice of Judgment. The court will automatically post notice on the Alaska Court System's legal notice website for one week unless excused by the court in a written order. Following the posting, the clerk will file the Clerk's Certificate of Service of Posting to the Alaska Court System's Legal Notice Website.
10. Additional Service of Judgment. If the judgment requires additional service follow the judgment's instructions. After additional service is complete fill out an Affidavit of Additional Service (court form [CIV-702](#)) and file it with the court. Paragraph 6 above contains information on additional requirements for proof of service.
11. Certificate of Name Change. If the judgment requires posting, the clerk will file the Clerk's Certificate of Service of Posting to the Alaska Court System's Legal Notice Website after the notice has been posted for a week. If additional service is required, then within 20 days after the date shown in the clerk's certificate of distribution on the judgment, you must file any required proof of service (paragraph 6 above contains information on additional requirements for proof of service). The clerk will then issue a Certificate of Name Change (CIV-705). If the judgment does not require posting of the notice, then the clerk will issue a Certificate of Name Change (CIV-705) without waiting for any proof of posting-

You can begin using your new name on the date stated in the Certificate of Name Change. This date will usually be at least 30 days after the judgment was distributed.

The clerk will give you two copies of the certificate. One will be a free certified copy. If you need additional certified copies, there will be a charge for them. [[Administrative Rule 9\(e\)\(2\)](#).]

### Records to Change

After changing your name, there are several records you will need to change too. Among them are the following:

1. Social Security. To avoid tax problems and help assure proper employment credit, you should notify the Social Security Administration of your name change. Toll free telephone number: 1-800-772-1213.
2. Division of Motor Vehicles. If you have an Alaska driver's license or you own a vehicle registered in Alaska, you must send written notice of your name change to the Division of Motor Vehicles within 30 days.<sup>1</sup> Contact a DMV office to find out how the division wants to receive written notice. To get a new driver's license or Alaska Identification card, you will need to go to a DMV office and present a certified copy of the *Certificate of Name Change*.
3. Vital Records. If you want a new birth certificate, contact the Vital Records office of the state in which you were born and pay their required fee.
4. Other Records. You may also need to change your name on such other records as bank accounts, insurance policies, the Alaska PFD Division, etc.

### Statutes and Rules

The Alaska Statutes and Alaska Court Rules about name changes are:

- Civil Rule 84, which establishes the procedure for changing names.
- Alaska Statute 09.55.010, which gives the superior court the power to hear these cases and sets the standard the court must use in deciding whether to grant a name change.
- Alaska Statute 25.24.165, which describes the procedure for changing a person's name in a divorce or dissolution of marriage. Also see AS 25.24.230(f) concerning dissolutions.

You can find the rules and statutes at all state courts, court law libraries, and many city libraries. The court rules are also on the court system's website: [www.courts.alaska.gov/rules/index.htm](http://www.courts.alaska.gov/rules/index.htm). The statutes are on the legislature's website: [www.legis.state.ak.us/basis/folio.asp](http://www.legis.state.ak.us/basis/folio.asp).

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<sup>1</sup> AS 28.05.071 and AS 28.35.135(b)

## SUPERIOR COURT FILING LOCATIONS

ANCHORAGE:	825 West 4 <sup>th</sup> Avenue, Anchorage, AK 99501-2004
BETHEL:	Box 130, Bethel, AK 99559-0130
CORDOVA:	Box 898, Cordova, AK 99574-0898
DELTA JUNCTION:	Box 401, Delta Junction, AK 99737-0401
DILLINGHAM:	Box 909, Dillingham, AK 99576-0909
FAIRBANKS:	101 Lacey Street, Fairbanks, AK 99701-4765
GLENNALLEN:	Box 86, Glennallen, AK 99588-0086
HOMER:	3670 Lake St., Building A, Homer, AK 99603-7686
JUNEAU:	Box 114100, Juneau, AK 99811-410
KENAI:	125 Trading Bay Drive, Suite 100, Kenai, AK 99611-7717
KETCHIKAN:	415 Main St., Rm 400, Ketchikan, AK 99901-6399
KODIAK:	204 Mission Road, Rm 124, Kodiak, AK 99615-7312
KOTZEBUE:	Box 317, Kotzebue, AK 99752-0317
NAKNEK:	Box 229, Naknek, AK 99633-0229
NENANA:	Box 449, Nenana, AK 99760-0449
NOME:	Box 1110, Nome, AK 99762-1110
PALMER:	435 S. Denali, Palmer, AK 99645-6437
PETERSBURG:	Box 1009, Petersburg, AK 99833-1009
PRINCE OF WALES:	Box 529, Klawock, AK 99925
SEWARD:	Box 1929, Seward, AK 99664-1929
SITKA:	304 Lake St., Rm 203, Sitka, AK 99835-7759
TOK:	Box 187, Tok, AK 99780-0187
UNALASKA:	Box 245, Unalaska, AK 99685-0245
UTQIAGVIK: (Formerly BARROW)	Box 270, Utqiagvik, AK 99723-0270
VALDEZ:	Box 127, Valdez, AK 99686-0127
WRANGELL:	Box 869, Wrangell, AK 99929-0869

If your nearest court is not on this list, check with that court to find out if a petition for name change can be filed there. Court contact information can be found here: <http://www.courts.alaska.gov/courtdir/index.htm>.