IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL

CIRCUIT IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NO.

,

Petitioner.

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**CASE CHECKLIST**

**Petition for Name Change- Adult**

The Checklist lists the minimum requirements and may not be all-inclusive for every case. If you have any questions or concerns about your case, you should consult an attorney. The Checklist and instructions provided herein should not be substituted for legal advice from an attorney.

Some forms can be found online at**:** <https://www.flcourts.gov/>

All completed forms must be returned to the Seminole Clerk of the Court located at 101 Eslinger Way Sanford, FL 32771 or electronically filed through the Florida State e-Filing Portal ([www.myflcourtaccess.com](http://www.myflcourtaccess.com)).

After completing and filing this checklist, please notify the Self Represented Litigant Coordinator that your file is ready for review by submitting a Request for Hearing online at: <https://fl18.org/req4hrg>

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| --- | --- |
| **Documents/ Pleadings Required** | **Date of Filing** |
| Petition for Name Change- Adult  12.982(a)  [[PDF Download of 12.982(a)](https://www.flcourts.org/content/download/685995/7662807)](https://www.flcourts.org/content/download/685995/7662807)[Word Download of 12.982(a)](https://www.flcourts.org/content/download/685995/7662808) |  |
| Cover Sheet for Family Court Cases  12.928  [[PDF Download of 12.928](https://www.flcourts.org/content/download/685879/7661787)](https://www.flcourts.org/content/download/685879/7661787)[Word Download of 12.928](https://www.flcourts.org/content/download/685879/7661788) |  |
| Certified Copy of Birth Certificate |  |
| State and National Criminal Background Check  (Unless restoring former name) |  |
| Notice of Confidential Form  [Confidential Form](https://flcourts18.org/docs/sem/NOTICE_OF_CONFIDENTIAL_INFORMATION_WITHIN_COURT_FILING.pdf) |  |
| Driver’s License, or Florida ID, or Voter Registration Card  showing residency in Seminole County  ( copy ) |  |
| Designation of Email Address  12.915  [[PDF Download of 12.915](https://www.flcourts.org/content/download/685859/7661591)](https://www.flcourts.org/content/download/685859/7661591)[Word Download of 12.915](https://www.flcourts.org/content/download/685859/7661592) |  |
| If Adult has had a previous name change the following documents should be filed: |  |
| Final Judgment of Dissolution of Marriage if applicable  (copy) |  |
| Marriage License if applicable  (copy) |  |
| Final Judgment of any other name changes if applicable  (copy) |  |