

IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL  
CIRCUIT IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NO. \_\_\_\_\_ DR \_\_\_\_\_ -05N

\_\_\_\_\_,  
Petitioner,

\_\_\_\_\_/




## CASE CHECKLIST


### Petition for Name Change- Family

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.org/>

**You must complete and file this checklist with the Clerk of Court and file all required documents that pertain to your case prior or submitting a Request for Hearing or Other Action Form.**

Documents/ Pleadings Required	Date of Filing
Petition for Name Change- Family <a href="#">12.982(f)</a> 	
Cover Sheet for Family Court Cases <a href="#">12.928</a> 	
Birth Certificate of all Parties	
State and National Criminal Background Check of all Adults	
Notice of Confidential Form <a href="#">Confidential Form</a>	
Driver's License or Florida ID of all Adults - showing residency in Seminole County	
Designation of Email Address <a href="#">12.915</a> 	

<p>Consent affidavit of other parent if only one parent files the petition  <a href="#">12.982(d)</a>    <b>--OR--</b>  proof of personal service on the non-consenting parent if a Florida resident  <b>--OR--</b>  proof of constructive service on the other parent if the whereabouts are unknown (with a completed affidavit of diligent search)</p>	
<p>Final Judgment of any other name changes if applicable</p>	

Please Note: All completed forms must be returned to the Clerk of the Court located at the Downtown Civil Courthouse or by mail to P.O. Box 819 Sanford, FL 32772 or electronically filed through the Florida State e-Filing Portal ([www.myflcouraccess.com](http://www.myflcouraccess.com)).  
Upon completion and filing of this checklist please notify Family Case Management that your file is ready for review by filling out a Request for Hearing or Other Action form <https://fl18.org/req4nca>