

# SAGINAW COUNTY CIRCUIT COURT -FAMILY DIVISION

## INSTRUCTIONS FOR NAME CHANGES

All forms must be typed or clearly printed in ink. The Court will not accept forms for filing unless they are accurate, complete, and legible. If you have legal questions about this procedure or are unable to properly complete the following forms, please seek assistance from a qualified attorney. Laws and rules regarding name changes are found at MCL 711.1 to 711.3 and in MCR 3.613.

### CHECKLIST FOR PETITIONER

- Applicant has been a resident of Saginaw County for a minimum of 12 months immediately preceding the filing of the petition.
- The **Petition to Change Name (PC51)**, is completed and signed.
- An **Addendum to Protected Personal Identifying Information (MC97a)** is completed with the name and date of birth for each individual whose name is being changed.
- Applicant is required to disclose any **criminal history**. If a criminal history is indicated, a copy of the relevant criminal record must be attached to the petition prior to filing.
- Filing Fee** - \$187.00 payable to the *Saginaw County Circuit Court*. The filing fee includes the cost of one certified copy.
- Additional Certified Copy of Order to Change Name (Optional)** - \$12.00 per copy, payable to *Saginaw County Circuit Court*.

### ADDITIONAL CHECKLIST FOR MINORS

- Minor's Consent to Name Change** – If the minor is 14 years or older at the time of the hearing, they **must** sign the Petition or submit a Minor's Consent to Name Change (PC51b). If the minor is under the age of 14 and able to state a preference, they should sign the Petition.
- Non-Custodial Parent** - If the non-custodial parent of a minor for whom name change is sought has not signed the Petition, a hearing will be required. If the address of the non-custodial parent:
  - is **known**, then along with your Petition, a Proof of Service (PC564) indicating that a copy of the Petition for Name Change and Notice of Hearing was provided to the non-custodial parent.
  - is **not known, and cannot be ascertained after diligent inquiry**:
    - Declaration of Intent to Give Notice by Publication (PC617).
    - Publication of Notice of Hearing Regarding Petition for Name Change (PC50). **Type or print the name of the non-custodial parent on the Publication form** after the words: "TO ALL INTERESTED PERSONS including."

## GENERAL INFORMATION ABOUT NAME CHANGES

**Hearings:** A hearing will be required if the request is for a minor and both parents have not consented to the name change or if a significant criminal history is disclosed or revealed following a criminal history background check. Hearings are generally scheduled at 1:30pm on Wednesday.

**Criminal History Report:** The petitioner may use ICHAT to conduct their background check and attach a copy to the petition prior to filing.

**Publication:** If a hearing (proceeding) is conducted and no order for nonpublication or confidential record has been entered, Publication is required pursuant to MCL 711.1(2) and MCR 3.613(B). It is the Petitioner's responsibility, once a hearing date has been provided to submit the Publication of Notice of Hearing to a newspaper as defined by MCR 2.106(F) for publication in Saginaw County. The Publication of Notice of Hearing should be immediately submitted to the publication of your choice and arrangements made for payment. A copy of the Affidavit of Publication must be received a minimum of 14 days prior to your scheduled hearing. Failure to timely pay the publication fee may result in cancellation or adjournment of your hearing.

For your convenience, contact information for a commonly used Saginaw County publication is provided; however, you may utilize any newspaper meeting the requirements under MCR 2.106(F).

- The Grand Rapids Press/Mlive - (877) 222-5423. Publication of Notice of Hearing may be emailed to [legalads@mlive.com](mailto:legalads@mlive.com).

**Additional Certified Copies:** One certified copy of the Order Following Hearing on Petition to Change Name will be provided to the petitioner. Additional certified copies may be requested via mail or in person at the Saginaw County Circuit Court Clerk's office, 111 S. Michigan Ave. Saginaw, MI 48602.

**Obtaining a New Birth Certificate:** If you were born in Michigan and wish to obtain a new birth certificate from the Michigan Vital Records Department showing the new name, you must file an Application to Correct or Change a Michigan Birth Record (form DCH-0847). The current fee to obtain an amended birth certificate is \$50.00, payable to the State of Michigan. You will be required to send a certified copy of your Order along with the completed form and fee. If you were not born in Michigan, you will need to consult the specific requirements of the state in which you were born.

<b>STATE OF MICHIGAN</b> <b>JUDICIAL CIRCUIT - FAMILY DIVISION</b> <b>COUNTY</b>	<b>PETITION FOR NAME CHANGE</b>	<b>CASE NO. and JUDGE</b>
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**Court address** \_\_\_\_\_ **Court telephone no.** \_\_\_\_\_

- A. You must complete form *PC 51* or *PC 51c* to begin a name change proceeding. Use this form (*PC 51*) unless you have good cause not to publish notice of your name change proceeding, such as you believe publication of the notice of hearing will put you or another individual in danger of physical harm, or at risk of unlawful retaliation or discrimination. If you have good cause, use form *PC 51c, Petition for Name Change and Ex Parte Request for Nonpublication and Confidential Record* to ask the court for permission not to publish a notice about the name change and to keep the record confidential.
- B. Unless you have received permission not to publish, the law requires that notice of hearing about the petition be published in a newspaper. You must file a completed *PC 50, Publication of Notice of Hearing Regarding Petition for Name Change*, with the court. Contact the court clerk for information about when PC 50 must be submitted.

In the matter of \_\_\_\_\_  
Current first, middle, and last name(s) (type or print)

Petitioner's name, address, and telephone no.

Petitioner's attorney, bar no., address, and telephone no.

1. An action within the jurisdiction of the family division of circuit court involving the family or family members of person(s) named above has been previously filed in \_\_\_\_\_ Court, Case Number \_\_\_\_\_, was assigned to Judge \_\_\_\_\_, and  remains  is no longer pending.
2. Each person for whom a name change is sought has been a resident of the county for at least one year.
3. The name change is for
- a. a married person who wishes to also include a name change for their  spouse.  minor child(ren) of whom the petitioner has legal custody.
  - b. an adult only.
  - c. a minor only.
4. The petition includes a request to change a minor's name. The minor's natural or adopted parents are \_\_\_\_\_ and \_\_\_\_\_.  
Parent  Deceased Parent  Deceased  
 As applicable, the guardian of the minor is \_\_\_\_\_ and/or the guardian of a  
Name  
 mentally incompetent parent is \_\_\_\_\_. (Attach letters of guardianship.)  
Name
5. As to a minor, one or more of the following is the petitioner or consents to the name change: (Check all that apply.)
- the parents, jointly.  the sole surviving parent.  the only available parent if that parent has legal custody.  the guardian of the minor.  the guardian of a parent declared mentally incompetent.
6. The name change is for the following reason: \_\_\_\_\_
7. The name change is not sought for any fraudulent intent.
8. The petitioner  has  does not have a criminal record, including pending charges. Specify any record:  
 (Add sheets if needed.) \_\_\_\_\_
9.  a. The petitioner's spouse and/or minor child(ren) has/have no known criminal record, including pending charges.  
 b. The known criminal record(s) of the petitioner's spouse and/or minor child(ren) is/are: (Add sheets if needed.) \_\_\_\_\_

**Note:** Skip item 10 if the noncustodial parent consents to the name change or if there is not a noncustodial parent.

10. The custodial parent of the/each minor consents to the name change of the minor(s).
- a. The noncustodial parent has had the ability to visit, contact, or communicate with the minor(s) and has regularly and substantially failed or neglected to do so for a period of two years or more before the filing of this petition and either:
    - a support order has been entered, and the noncustodial parent has failed to substantially comply with the order for a period of two years or more before the filing of this petition; or
    - a support order has not been entered and the noncustodial parent, having the ability to support or assist in supporting the minor(s), has failed or neglected to provide regular and substantial support for two years or more before the filing of this petition.
  - b. The noncustodial parent has been convicted of child abuse (MCL 750.136b), criminal sexual conduct (MCL 750.520b, 750.520c, 750.520d, or 750.520e), or assault with intent to commit criminal sexual conduct (MCL 750.520g) and the minor(s) or a sibling of the minor(s) was the victim. (Attach judgment of sentence.)
  - c. The noncustodial parent has been convicted of first degree murder (MCL 750.316) or second degree murder (MCL 750.317). (Attach judgment of sentence.)

11. I request the following name change(s): (Type or print.)

	FROM (current name)	TO (proposed name)	DATE OF BIRTH
<b>Petitioner</b>	First:	First:	Put DOB in Ref. No. row 10 on MC 97a.
	Middle:	Middle:	
	Last:	Last:	
<b>Spouse</b>	First:	First:	Put DOB in Ref. No. row 11 on MC 97a.
	Middle:	Middle:	
	Last:	Last:	
<b>Minor child</b>	First:	First:	Put DOB in Ref. No. row 12 on MC 97a.
	Middle:	Middle:	
	Last:	Last:	
<b>Minor child</b>	First:	First:	Put DOB in Ref. No. row 13 on MC 97a.
	Middle:	Middle:	
	Last:	Last:	

**Note:** If you want a new live birth certificate, check item 12. A special order is not needed if you only want to add the changed name(s) to the original certificate(s).

12. I request the court to order the State Registrar to create a new live birth certificate that does not disclose the name(s) of \_\_\_\_\_ at birth and to seal the original certificate.  
Name(s)

I declare under the penalties of perjury that this petition has been examined by me and that its contents are true to the best of my information, knowledge, and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner's signature

\_\_\_\_\_  
Petitioner's attorney signature

**SIGNATURE OF PARENT/GUARDIAN FOR MINOR**

_____	_____
Date	Date
_____	_____
Signature	Signature
_____	_____
Name (type or print)	Name (type or print)
_____	_____
Address	Address
_____	_____
City, state, zip	Telephone no. City, state, zip Telephone no.

**CONSENT BY SPOUSE OF PETITIONER** If the petition is filed for a spouse, this consent must be signed by the spouse of the petitioner.

I am the spouse of the petitioner and consent to the granting of this petition to change my name.

_____	_____
Date	
_____	_____
Signature	Attorney signature
_____	_____
Name (type or print)	Attorney name (type or print) Bar no.
_____	_____
Address	Address
_____	_____
City, state, zip	Telephone no. City, state, zip Telephone no.

**CONSENT BY MINOR** If 14 years old or older, a minor must give written consent to their name change. (Form PC 51b may also be used.)

I am a minor and subject of the petition. I consent to the granting of this petition to change my name.

_____
Date
_____
Signature
_____
Name (type or print)

**CONSENT BY MINOR**

I am a minor and subject of the petition. I consent to the granting of this petition to change my name.

_____
Date
_____
Signature
_____
Name (type or print)

<b>STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE</b>	<b>ADDENDUM TO PROTECTED PERSONAL IDENTIFYING INFORMATION</b>	<b>CASE NUMBER and JUDGE</b>
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Court address \_\_\_\_\_ Court telephone number \_\_\_\_\_

Plaintiff's/Petitioner's name	<b>v</b>	Defendant's/Respondent's name
In the matter of _____		

This form is nonpublic because it contains personal identifying information (PII) that is protected from public inspection under MCR 1.109(D)(9)(a). Use this form to provide PII only for a person who is NOT a defendant, respondent, or decedent. If the person is a defendant, respondent, or decedent use form MC 97.

**Instructions:**

- When PII (such as date of birth) must be filed with the court on a public document, DO NOT include it on that public document. Instead, you must provide it on this form.
- **Provide only** the protected PII required for your particular case. For example, if you are filing a public document that requires you to provide a date of birth to the court, complete only that field on this form.

Name of form/document that this MC 97a is being filed with: \_\_\_\_\_

\_\_\_\_\_  
Printed name of individual completing form and date

Ref. No.	Instructions: Provide the name of the person that the PII applies to, followed by the specific PII that is required. For Other, specify the type of PII in addition to the PII itself - for example, Social Security Number XXXX. Use the below reference number (Ref. No.) in the public document in place of the protected PII. For example, insert "Ref. No. XX" in place of the DOB in the public document.		
	Name	DOB	Other
10			
11			
12			
13			
14			
15			
16			
17			
18			

<b>STATE OF MICHIGAN</b> JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	<b>ORDER FOLLOWING HEARING          REGARDING PETITION FOR NAME          CHANGE          (Part 1)</b>	<b>CASE NO. and JUDGE</b>
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Court address

Court telephone no.

In the matter of \_\_\_\_\_  
 Current first, middle, and last name(s) (type or print)

**THE COURT FINDS:**

1. A petition for name change has been filed.
2.  a. Notice was made by publication as required by law. **or**  
 b. An order for nonpublication and confidential record was entered on \_\_\_\_\_ .  
Date
3. The noncustodial parent of a minor(s) for whom name change is sought was served notice of proceedings. MCR 3.613(E).
4. This order is being entered  following hearing.  ex parte.
5. Each person for whom a name change is sought  has  has not been a resident of the county for at least one year.
6. \_\_\_\_\_ has/have a criminal record.  
Name(s) (type or print)
7. The name change request(s) of \_\_\_\_\_  
Name(s)  
 is/are  is not/are not made with fraudulent intent.
8. The petition requests the name change of minor(s). One or more of the following has consented to or signed the petition: **(Check all that apply.)**  the parents, jointly.  the sole surviving parent.  the only available parent if that parent has legal custody.  the minor's/minors' guardian.  the guardian of a parent declared mentally incompetent.
9. The custodial parent has consented to the name change of the minor(s). **(Select a, b, and/or c, as applicable.)**  
 a. The noncustodial parent has had the ability to visit, contact, or communicate with the minor(s) but has regularly and substantially failed or neglected to do so for the past two or more years, **and**  
 a support order has been entered, and the noncustodial parent has failed to substantially comply with the order for a period of two years or more before the filing of the petition for name change. **or**  
 a support order has not been entered and the noncustodial parent, having the ability to support or assist supporting the minor(s), has failed or neglected to provide regular and substantial support for two years or more before the filing of the petition for name change.  
 b. The noncustodial parent has been convicted of child abuse (MCL 750.136b), criminal sexual conduct (MCL 750.520b, 750.520c, 750.520d, or 750.520e), or assault with intent to commit criminal sexual conduct (MCL 750.520g), and the minor(s) or a sibling of the minor(s) was/were the victim.  
 c. The noncustodial parent has been convicted of first degree murder (MCL 750.316) or second degree murder (MCL 750.317).
10. The minor(s) is/are 14 years of age or older and  signed  did not sign a written consent to the name change.
11. The minor(s) is/are under 14 years of age and  
 a. The court consulted the minor(s) concerning the minor's/minors' preference about the name change.  
 b. The minor(s) is/are not of sufficient age to express a preference about the name change.

12. The name(s) of the following person(s) is/are changed.

	FROM (former name)	TO (name as changed)	DATE OF BIRTH
<b>Petitioner</b>	First:	First:	month, day, year
	Middle:	Middle:	
	Last:	Last:	
<b>Spouse</b>	First:	First:	month, day, year
	Middle:	Middle:	
	Last:	Last:	
<b>Minor child</b>	First:	First:	month, day, year
	Middle:	Middle:	
	Last:	Last:	
<b>Minor child</b>	First:	First:	month, day, year
	Middle:	Middle:	
	Last:	Last:	

13. The State Registrar shall create a new live birth certificate for \_\_\_\_\_  
 Name(s)

all of the above that does not disclose the name at birth and shall seal the original certificate.

14. The record of \_\_\_\_\_ is confidential.  is no longer  
 confidential. Name(s)

15. The request to change the name(s) of \_\_\_\_\_ is/are  
 denied.

16. The name change request is denied and the petition is dismissed.

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\_\_\_\_\_  
 Judge signature and date

\_\_\_\_\_  
 Attorney Name (type or print) Bar no.

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, state, zip Telephone no.

**Note to Petitioner:** You must provide a certified copy of this order to the State Registrar if you want to change your birth certificate.

**Note to Clerk:** Under MCL 711.1(3), if the court enters an order to change the name of a person who has a criminal record, the court shall forward the order to the Criminal Justice Information Center of the Michigan State Police and to one or more of the following:

- the Department of Corrections if the person named in the order is in prison or on parole or has been imprisoned or released from parole in the immediately preceding two years.
- the sheriff of the county in which the person named in the order was last convicted if the person was incarcerated in a county jail or released from a county jail within the immediately preceding two years.
- the court that has jurisdiction over the person named in the order if the person named in the order is under the jurisdiction of the family division of the circuit court or has been discharged from that court's jurisdiction within the immediately preceding two years.

<b>STATE OF MICHIGAN</b> JUDICIAL CIRCUIT - FAMILY DIVISION COUNTY	<b>ORDER FOLLOWING HEARING          REGARDING PETITION FOR NAME          CHANGE          (Part 2)</b>	<b>CASE NO. and JUDGE</b>
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Court address

Court telephone no.

In the matter of \_\_\_\_\_  
 Current first, middle, and last name(s) (type or print)

**THE COURT FINDS:**

1. A petition for name change has been filed.
2.  a. Notice was made by publication as required by law. **or**  
 b. An order for nonpublication and confidential record was entered on \_\_\_\_\_ .  
 Date
3. The noncustodial parent of a minor(s) for whom name change is sought was served notice of proceedings. MCR 3.613(E).
4. This order is being entered  following hearing.  ex parte.
5. Each person for whom a name change is sought  has  has not been a resident of the county for at least one year.
6. \_\_\_\_\_ has/have a criminal record.  
 Name(s) (type or print)
7. The name change request(s) of \_\_\_\_\_  
 Name(s)  
 is/are  is not/are not made with fraudulent intent.
8. The petition requests the name change of minor(s). One or more of the following has consented to or signed the petition: **(Check all that apply.)**  the parents, jointly.  the sole surviving parent.  the only available parent if that parent has legal custody.  the minor's/minors' guardian.  the guardian of a parent declared mentally incompetent.
9. The custodial parent has consented to the name change of the minor(s). **(Select a, b, and/or c, as applicable.)**  
 a. The noncustodial parent has had the ability to visit, contact, or communicate with the minor(s) but has regularly and substantially failed or neglected to do so for the past two or more years, **and**  
 a support order has been entered, and the noncustodial parent has failed to substantially comply with the order for a period of two years or more before the filing of the petition for name change. **or**  
 a support order has not been entered and the noncustodial parent, having the ability to support or assist supporting the minor(s), has failed or neglected to provide regular and substantial support for two years or more before the filing of the petition for name change.  
 b. The noncustodial parent has been convicted of child abuse (MCL 750.136b), criminal sexual conduct (MCL 750.520b, 750.520c, 750.520d, or 750.520e), or assault with intent to commit criminal sexual conduct (MCL 750.520g), and the minor(s) or a sibling of the minor(s) was/were the victim.  
 c. The noncustodial parent has been convicted of first degree murder (MCL 750.316) or second degree murder (MCL 750.317).
10. The minor(s) is/are 14 years of age or older and  signed  did not sign a written consent to the name change.
11. The minor(s) is/are under 14 years of age and  
 a. The court consulted the minor(s) concerning the minor's/minors' preference about the name change.  
 b. The minor(s) is/are not of sufficient age to express a preference about the name change.

12. The name(s) of the following person(s) is/are changed.

	FROM (current name)	TO (proposed name)	DATE OF BIRTH
<b>Petitioner</b>	First:	First:	month, day, year
	Middle:	Middle:	
	Last:	Last:	
<b>Spouse</b>	First:	First:	month, day, year
	Middle:	Middle:	
	Last:	Last:	
<b>Minor child</b>	First:	First:	month, day, year
	Middle:	Middle:	
	Last:	Last:	
<b>Minor child</b>	First:	First:	month, day, year
	Middle:	Middle:	
	Last:	Last:	

13. The State Registrar shall create a new live birth certificate for \_\_\_\_\_  
 Name(s)

all of the above that does not disclose the name at birth and shall seal the original certificate.

14. The record of \_\_\_\_\_  is confidential.  is no longer  
 confidential. Name(s)

15. The request to change the name(s) of \_\_\_\_\_ is/are  
 denied.

16. The name change request is denied and the petition is dismissed.

\_\_\_\_\_  
 Judge signature and date

\_\_\_\_\_  
 Attorney Name (type or print) Bar no.

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, state, zip Telephone no.

**Note to Petitioner:** You must provide a certified copy of this order to the State Registrar if you want to change your birth certificate.

**Note to Clerk:** Under MCL 711.1(3), if the court enters an order to change the name of a person who has a criminal record, the court shall forward the order to the Criminal Justice Information Center of the Michigan State Police and to one or more of the following:

- the Department of Corrections if the person named in the order is in prison or on parole or has been imprisoned or released from parole in the immediately preceding two years.
- the sheriff of the county in which the person named in the order was last convicted if the person was incarcerated in a county jail or released from a county jail within the immediately preceding two years.
- the court that has jurisdiction over the person named in the order if the person named in the order is under the jurisdiction of the family division of the circuit court or has been discharged from that court's jurisdiction within the immediately preceding two years.