

NAME CHANGE ADULT

N-1

The District Court Filing Office is
located on the first floor at:

75 Court Street
Reno, NV 89501

www.washoecourts.com

PETITION TO CHANGE NAME
ADULT
PACKET N-1

INSTRUCTIONS FOR COMPLETING FORMS

CAREFULLY READ ALL INSTRUCTIONS BEFORE STARTING TO FILL
OUT ANY OF THE FORMS.

Use **black or blue ink only**. Neatly print or type the information requested.

Do not use correction fluid/tape on the forms.
This case **MUST** be electronically filed.

This packet contains the following forms:

1. Petition for Legal Change of Name
2. Notice
3. Proof of Publication
4. Request for Submission
5. Order Changing Name

ATTENTION:

If you have been convicted of a misdemeanor, gross misdemeanor, and/or felony,
you must provide an original set of fingerprints to the Filing Office when you file the
Petition.

The penalty for willfully making a false statement under penalty of perjury is a
minimum of 1 year, and a maximum of 4 years in prison, in addition to a fine of not
more than \$5,000.00. N.R.S. §199.145.

INSTRUCTIONS: STEP 1

Complete the Petition for Legal Change of Name as Shown:

1) Print your current name, address, telephone number, and email address.

You will be assigned a Case No. and Department No. when you file the Petition with the Court.

2) Print your current name.

3) Complete pages 1-3 following the instructions on each page.

1	Code: S3490
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
	Self-Represented Litigant
6	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
7	IN AND FOR THE COUNTY OF WASHOE
8	In the Matter of the Petition of: _____
9	Case No. _____
10	Dept. No. _____
	(Your current name)
11	For a Change of Name.
12	_____
13	_____
14	<u>PETITION FOR LEGAL CHANGE OF NAME</u>
15	I petition this Court as follows:
16	A.
17	I was born in _____, on _____.
18	(City) (State) (Date of birth)
19	B.
20	I wish to change my name from _____ to _____
21	(Your current name)
22	_____ because:
23	(Your desired name)
24	State why you want a name change.
25	_____
26	_____
27	_____
28	_____
	REV 5/2017 JCB 1 N-1 PETITION

Do Not Copy Or File This Page

1 Code: \$3490
2 Name: _____
3 Address: _____
4 Telephone: _____
5 Email: _____
6 Self-Represented Litigant

7 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8 IN AND FOR THE COUNTY OF WASHOE

9 In the Matter of the Petition of: Case No. _____
10 _____, Dept. No. _____
11 (Your current name)

12 For a Change of Name.
13 _____/

14 PETITION FOR LEGAL CHANGE OF NAME

15 I petition this Court as follows:

16 **A.**

17 I was born in _____, _____, on _____.
18 (City) (State) (Date of birth)

19 **B.**

20 I wish to change my name from _____ to
21 (Your current name)
22 _____ because:
23 (Your desired name)

24 ***State why you want a name change.***

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If more room is needed, attach additional sheets.

C. I **HAVE** -OR- **HAVE NOT** been convicted of a misdemeanor, gross misdemeanor, or a felony.

*Please list for each conviction:
1) the offense, 2) the date of conviction, 3) the County and State of conviction, and
4) the final result.*

If more room is needed, attach additional sheets.

D. If I have been convicted of a misdemeanor, gross misdemeanor, and/or a felony, a complete set of original fingerprints have been lodged in the Filing Office.

1 **E.** I am not seeking a name change for any illegal or fraudulent purpose.

2 **F.** I am a resident of Washoe County, State of Nevada and currently reside at _____

3 _____, and have lived there since

4 (Address)

5 _____ and have been a resident of Nevada for _____.

6 (When you moved to current address)

(Length of time that you have lived in Nevada)

7 My previous address was _____,

8 (Previous address)

9 and I resided there for _____.

10 (How long you lived there)

11 **G.** I **DO** -OR- **DO NOT** wish to have a new birth certificate issued showing my new
12 name as my original name.

13 **H.** Under penalties of perjury, I declare that I am the Petitioner in the above-entitled action; that I
14 have read the foregoing Petition and know the contents thereof; that the pleading is true of my own
15 knowledge, except for those matters therein contained stated upon information and belief, and that
16 as to those matters, I believe them to be true.

17 **I.** I declare, under penalty of perjury under the law of the State of Nevada, that the foregoing is
18 true and correct.

19 **J.** This document does not contain the personal information of any person as defined by NRS
20 603A.040.
21

22
23 Date: _____

24
25 _____
26 (Print name)

27 _____
28 (Signature)

INSTRUCTIONS: STEP 2

Adult Name Change: Publication Exceptions

You do not have to publish your name change in a newspaper if:

1) You are requesting a name change to conform to your gender identity. NRS 41.280(3).

- AND/OR -

2) Publication of your name change would put your personal safety at risk. NRS 41.280(2).

If none of the above apply, please continue to the next page.

Gender Identity:

Explain in your Petition that 1) you are changing your name to conform to your gender identity, and 2) are therefore exempt from the requirement of publication along with, 3) any other reasons that you are requesting a name change. Then skip the steps listed for Notice and Proof of Publication. After filing your Petition, wait 10 judicial days and then file the Request for Submission. (If at any time an objection to your Petition is filed, you may file a response.)

Personal Safety:

If publishing notice of your name change will put your personal safety at risk file an Ex Parte Non-Emergency Motion requesting the Court waive publication. You must include any proof you have that publication will put your safety at risk. *If the court grants the name change without publication the petition and any other documents will be sealed and will only be open for inspection if good cause is shown or at your request.* The Court will issue an order granting or denying your Ex Parte Motion. If granted, skip the steps for Notice and Proof of Publication. File your Request for Submission at least 10 judicial days after the Petition was filed. (If at any time an objection to your Petition is filed, you may file a response.)

INSTRUCTIONS: STEP 3

Complete the Notice as Shown:

1) Print your current name, address, telephone number, and email address.

You will be assigned a Case No. and Department No. when you file the Petition with the Court.

2) Print your current name.

3) Carefully fill in the rest of the information requested.

STOP HERE and continue to the next step. The Filing Clerk will fill in the date and sign the Notice when you file the documents.

1	Code: 2610
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	In the Matter of the Petition of: _____ Case No. _____
10	(Your current name) _____ Dept. No. _____
11	For a Change of Name.
12	_____
13	<u>NOTICE</u>
14	On _____, a Petition was filed in the above-entitled Court by
15	(Date petition was filed)
16	_____, requesting that the Court legally change her/his present
17	(Your current name)
18	name of _____ to _____
19	(Your current name) (Your desired name)
20	The petitioner submitted a statement signed under penalty of perjury that the petitioner is not
21	changing his or her name for a fraudulent purpose.
22	Any opposition to this Petition should be filed with the above-entitled Court within ten (10)
23	judicial days of the final publication of this Notice.
24	-----
25	This document does not contain the Social Security number of any person.
26	Date: _____
27	JACQUELINE BRYANT CLERK OF THE COURT
28	By: _____ Deputy Clerk
	REV 10/2017 ER 1 N-1 NOTICE

Do Not Copy Or File This Page

1 Code: 2610

2 Name: _____

3 Address: _____

4 Telephone: _____

5 Email: _____

6 Self-Represented Litigant

7 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA

8 IN AND FOR THE COUNTY OF WASHOE

9 In the Matter of the Petition of: Case No. _____

10 _____, Dept. No. _____

11 (Your current name)

12 For a Change of Name.

13 _____/

14 NOTICE

15 On _____, a Petition was filed in the above-entitled Court by

16 (Date petition was filed)

17 _____, requesting that the Court legally change her/his present

18 (Your current name)

19 name of _____ to _____.

20 (Your current name)

21 (Your desired name)

22 The petitioner submitted a statement signed under penalty of perjury that the petitioner is not
23 changing his or her name for a fraudulent purpose.

24 Any opposition to this Petition should be filed with the above-entitled Court within ten (10)
25 judicial days of the final publication of this Notice.

26 This document does not contain the personal information of any person as defined by NRS
27 603A.040.

28 Date: _____

**JACQUELINE BRYANT
CLERK OF THE COURT**

By: _____

Deputy Clerk

INSTRUCTIONS: STEP 4

Filing the Documents, Lodging Your Fingerprints, and Issuing the Notice:

- A. You **MUST** electronically file (E-File) the completed forms. You can sign up for an E-Flex account at <https://wcefex.washoecourts.com/> or at the Filing Office E-Flex Hub. You will need to upload the original documents to E-Flex. E-Flex is available online, in the Filing Office, Law Library, or Self Help Center.

There may be a filing fee charged when the documents are filed. Fee information is available at the Filing Office, Family Division Self Help Center and online at www.washoecourts.com. You can call the Filing Office at (775) 328-3110 Extension 7 to confirm the amount of the fee.

- B. If you have been convicted of a misdemeanor, gross misdemeanor, or felony, you **MUST** bring an original set of your fingerprints to the Filing Office to be lodged. If this does not apply to you, skip to step C.
- C. You **MUST** bring the Notice to the Filing Office to be issued before going to the newspaper for publication.

FILING FEE WAIVERS

If you cannot afford the filing fee, you may apply to have your filing fee waived. To apply, you must fill out and complete the **Motion to Proceed Informa Pauperis**, which may be obtained at the following locations:

- Family Division Self Help Center, 1 South Sierra Street, Reno, NV, First Floor
- Filing Office or Washoe County Law Library, 75 Court Street, Reno, NV, First Floor
- Online at: www.washoecourts.com (select the “Forms and Packets” tab on the right hand side of the home screen)

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INSTRUCTIONS: STEP 5

Publishing the Notice:

Take one copy of the file stamped Notice to a newspaper of general circulation for publication. The Notice must be published at least one time.

You will receive an Affidavit from the newspaper, when you do so, the Proof of Publication form should be filled out and the Affidavit attached as an exhibit (See Instructions: Steps 6 & 7) and then filed through electronic filing.

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INSTRUCTIONS: STEP 6

Complete the Proof of Publication as Shown:

1) Print your current name, address, telephone number, and email address.

2) Fill in the Case No. and Dept. No. as it appears on your other documents.

3) Print your current name.

4) Date and sign the document.

1	Code: 3715
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	In the Matter of the Petition of: _____ Case No. _____
10	(Your name) _____ Dept. No. _____
11	For a Change of Name. _____
12	
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14	<u>PROOF OF PUBLICATION</u>
15	
16	Attached is the proof of publication of the Notice.
17	This document does not contain the social security number of any person.
18	I declare, under penalty of perjury under the law of the State of Nevada, that the foregoing is
19	true and correct.
20	
21	Date: _____ Signature: _____
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23	Print Name: _____
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REV 5/2017 JB 1 PROOF OF PUBLICATION

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Code: 3715

Name: _____

Address: _____

Telephone: _____

Email: _____

Self-Represented Litigant

IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA

IN AND FOR THE COUNTY OF WASHOE

In the Matter of the Petition of: Case No. _____

_____, Dept. No. _____

(Your name)

For a Change of Name.

_____ /

PROOF OF PUBLICATION

Attached is the proof of publication of the Notice.

This document does not contain the personal information of any person as defined as NRS 603A.040.

I declare, under penalty of perjury under the law of the State of Nevada, that the foregoing is true and correct.

Date: _____

Signature: _____

Print Name: _____

INSTRUCTIONS: STEP 7

Attach the Affidavit to the Proof of Publication as Shown:

- 1) Write the number of pages (not including the Exhibit Cover Page).

The exhibit number and description have already been completed for the Affidavit.

- 2) Attach the Index of Exhibits to the last page of the Proof of Publication.

The diagram illustrates the process of attaching the Index of Exhibits to the Affidavit cover page. It features two overlapping rectangular boxes. The top box represents the 'INDEX OF EXHIBITS' form, which contains the following text: 'Exhibit Number 1 Number of Pages ' and 'Exhibit Description Proof of Publication. '. An arrow points from the '1' in the Exhibit Number field to the '1' in the 'EXHIBIT 1 ' label on the bottom box. The bottom box represents the Affidavit cover page, which has the label 'EXHIBIT 1 ' on its top right and another 'EXHIBIT 1 ' on its bottom right. A large, diagonal watermark reading 'SAMPLE' is overlaid across the entire diagram.

The exhibit number has already been completed on the cover page for the Affidavit.

- 3) Attach the cover page to the front of the Affidavit received from the newspaper.

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INDEX OF EXHIBITS

Exhibit Number 1 Number of Pages

Exhibit Description Proof of Publication.

EXHIBIT 1

EXHIBIT 1

EXHIBIT 1

INSTRUCTIONS: STEP 8

Wait. You must wait 10 judicial days from the final date of publication to file the Request for Submission and submit the proposed Order Changing Name.

INSTRUCTIONS: STEP 9

Complete the Order Changing Name as Shown:

1) Print your current name, the Case No. and Department No. just as they appear on all other documents in this case.

2) Complete following the prompts for each line.

1 Code: 2792
2
3 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
4 IN AND FOR THE COUNTY OF WASHOE
5
6 In the Matter of the Application of: Case No. _____
7 _____, Dept. No. _____
8 (Your current name)
9 For a Change of Name.
10 _____
11
12 ORDER CHANGING NAME
13 This Court, having reviewed the Petition to change name and all of the papers and pleadings on
14 file and finding that the statutory time to oppose has run with no opposition filed,
15
16 **IT IS HEREBY ORDERED** that the name of _____
17 (Your current name)
18 **be and hereby is, legally changed from** _____
19 (Your current name)
20 **to** _____
21 (Clearly print your full new name as it will appear on all your legal documents)
22 **IT IS HEREBY ORDERED** that a new birth certificate **SHALL -OR-** **SHALL NOT**
23 be issued indicating Petitioner's new name as Petitioner's original birth name.
24
25 Dated: _____
26
27 _____
28 DISTRICT JUDGE

REV 5/2017 JCB ORDER CHANGING NAME

STOP HERE.

The Judge will fill in the date when she or he signs the Order.

Do Not Copy Or File This Page

1 Code: 2792

2
3 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
4 IN AND FOR THE COUNTY OF WASHOE

5
6 In the Matter of the Application of: Case No. _____
7 _____, Dept. No. _____
8 (Your current name)

9 For a Change of Name.
10 _____/

11 ORDER CHANGING NAME

12
13 This Court, having reviewed the Petition to change name and all of the papers and pleadings on
14 file and finding that the statutory time to oppose has run with no opposition filed,

15
16 ***IT IS HEREBY ORDERED that the name of*** _____
17 (Your current name)

18 ***be and hereby is, legally changed from*** _____
19 (Your current name)

20 ***to*** _____
(Clearly print your full new name as it will appear on all your legal documents)

21 ***IT IS HEREBY ORDERED*** that a new birth certificate **SHALL -OR-** **SHALL NOT**
22 be issued indicating Petitioner's new name as Petitioner's original birth name.
23

24 Dated: _____

25
26 _____
27 DISTRICT JUDGE

INSTRUCTIONS: STEP 10

Complete the Request for Submission as Shown:

1) Print your current name, address, telephone number, and email address.

2) Print your current name, the Case No. and Department No. just as they appear on all other documents in this case.

4) Print the date you filed the Petition.

5) Print your name, sign, and date the document.

1	Code: 3860
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	In the Matter of the Petition of: _____ Case No. _____
10	_____ Dept. No. _____
11	(Your name)
12	For a Change of Name.
13	_____
14	<u>REQUEST FOR SUBMISSION</u>
15	I request that the Petition for Name Change that was filed on _____
16	(Date the petition was filed)
17	and all other documents filed herein be submitted to the Court for decision.
18	This document does not contain the Social Security Number of any person.
19	I declare, under penalty of perjury under the law of the State of Nevada, that the foregoing is
20	true and correct.
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23	Date: _____ Signature: _____
24	_____ Print Name: _____
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	REV 5/2017 JB 1 REQUEST FOR SUBMISSION

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1 Code: 3860

2 Name: _____

3 Address: _____

4 Telephone: _____

5 Email: _____

6 Self-Represented Litigant

7 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA

8 IN AND FOR THE COUNTY OF WASHOE

9 In the Matter of the Petition of: Case No. _____

10 _____, Dept. No. _____

11 (Your name)

12 For a Change of Name.

13 _____/

14 REQUEST FOR SUBMISSION

15 I request that the Petition for Name Change that was filed on _____

16 (Date the petition was filed)

17 and all other documents filed herein be submitted to the Court for decision.

18 This document does not contain the personal information of any person as defined by NRS
19 603A.040.

20 I declare, under penalty of perjury under the law of the State of Nevada, that the foregoing is
21 true and correct.
22

23
24 Date: _____

Signature: _____

25
26 Print Name: _____

INSTRUCTIONS: STEP 11

Filing the Documents:

You must wait 10 judicial days from the final date of publication to file the Request for Submission and submit the proposed Order Changing Name. If you do not have to publish, you must wait 10 judicial days after filing your Petition to file the Request for Submission.

You **MUST** electronically file (E-File) the completed forms. You can do this by signing up for an E-Flex account at <https://wcefex.washoecourts.com/>. You will need to upload the original documents to E-Flex. E-Flex is available online, in the Filing Office, Law Library, or Self Help Center.

Common Misconceptions About A Name Change

When an order is issued changing a name, it does not automatically change your name on your birth certificate. You must contact the Bureau of Vital Statistics in the State in which your birth certificate was issued to find out what they need to modify your birth certificate. Usually they will require a certified copy of the Order Changing Name.

It is possible that your original name will not be removed from your birth certificate. The certificate may still show your original name with “formerly known as” written on the certificate with your new name typed above your old name.

Even with the Order, the Bureau of Vital Statistics will not automatically issue a new birth certificate. It is up to you to find out what the Bureau of Vital Statistics in the State in which your certificate was issued needs in order to re-issue a certificate.

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Legal Assistance

The information in this packet is provided as a courtesy only. This packet is not a substitute for the advice of an attorney. Counsel is always recommended for legal matters.

If you do not have an attorney, you are encouraged to seek the advice of a licensed attorney or visit the Family Division Self Help Center which is located at One South Sierra Street, Reno, NV. **The Self Help Center cannot give legal advice** but can give information regarding court procedures.

You may also wish to speak with a family law lawyer at no cost through the Law Library's "Lawyer in the Library" program, or to seek assistance from other free or reduced-cost legal resources in the area, to include:

LAWYER IN THE LIBRARY

First Floor (to the left of the filing office) of the courthouse located at:
75 Court Street, Reno, NV.
775-328-3250

www.washoecourts.com/lawlib

Tuesday Evenings – Arrive by 4:25 p.m.

Please Note The program is limited to 10 participants each evening.

NEVADA LEGAL SERVICES

204 Marsh Avenue Reno, NV 89509
(775) 284- 3491 x214 – leave a message
if necessary

<http://nslaw.net>

WASHOE LEGAL SERVICES

299 S. Arlington Avenue Reno, NV
89501
(775) 329-2727 – leave a message if
necessary

<http://www.washoelegalservices.org>

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