

Petitioners seeking to change their name or their child's name should only use this packet if:

- You are not incarcerated.
- You are over the age of 18 and have been a resident of Monroe County, WV for more than (1) one year prior to filing this petition.. **OR**
 - You are a non-resident of Monroe County, WV but were born in and previously were a resident of Monroe County, WV for at least 15 years.
- You are not a registered sex offender pursuant to any state or federal law.
- You are not seeking this name change for any improper or illegal purpose.
- You are not a convicted felon in any jurisdiction.
- You are not attempting to avoid any state or federal law regarding identity.
- This name change is not for purposes of avoiding debt or creditors.

All forms in this packet must be completed.

- Type or print neatly in blue or black ink in the blanks provided. Do not print on the back or sides of the forms.
- File the original petition in the Circuit Clerk's office. The circuit clerk's office may notarize your form if you provide proper identification.
- Filing Fee for Name change proceeding is \$200 to be paid at time of filing. Fee waiver applications are available in the circuit clerk's office.
- Petitioner must also pay the cost of publication directly to the Monroe Watchman **before** publication.
- The completed Notice of Name Change must be published in the Monroe Watchman one time at least 10 days before the hearing date.
- You must file the Certificate of Publication received from the Monroe Watchman with the circuit clerk's office before your hearing.
- At your hearing you should be prepared to explain to the court the reason you are seeking a name change and to verify the facts in your petition.
- If your name change is granted it is **your responsibility** to inform government agencies, employers, creditors, and all other interested agencies and businesses of your new name.
- **The court nor the circuit clerk's office notifies anyone of your name change.**
- You will be provided one certified copy of your name change order, you may obtain additional copies from the circuit clerk's office for \$1 per page.

IN THE CIRCUIT COURT OF MONROE COUNTY, WEST VIRGINIA

IN RE: Petition of: _____

On behalf of (If change of name of Minor Child) _____

For change of name to: _____

PETITION

Comes now the Petitioner and petitions this Court to change the Petitioner or the Petitioner's child or ward's name from _____ to _____

In support of this Petition, the Petitioner states as follows:

I.

He/She is currently over under the age of eighteen (18) years, having been born on ___/___/_____, in _____ county _____.

II.

Petitioner has been a bona fide resident of Monroe County, West Virginia for at least one (1) year prior to filing of this petition.

OR

Petitioner is a nonresident of Monroe County, West Virginia but was born or married in this county or was previously a resident of this county for at least fifteen (15) years.

III.

The name change is not for the purposes of avoiding debt or creditors.

IV.

Petitioner is not a registered sex offender pursuant to any state or federal law.

V.

This name change is not for the purpose of avoiding any state or federal law regarding identity.

VI.

This name change is not sought for any improper or illegal purpose.

VII.

The Petitioner is not a convicted felon in any jurisdiction.

VIII.

Petitioner or the Petitioner's child or ward has been known as _____ and the change of name is requested for the following reasons:

Petitioner is a divorced woman who wishes to restore her maiden name.

Other Reason: _____

WHEREFORE, your Petitioner prays that the Court declare that he/she shall henceforth be known as _____ and for such other and further relief as this Court may deem just and proper.

PETITIONER
Pro Se

VERIFICATION

STATE OF WEST VIRGINIA
COUNTY OF MONROE, TO-WIT:

_____ the Petitioner named in the attached Petition, being first
duly sworn, says that the facts and allegations contained in the said Petition are true;
except insofar as they are therein stated to be upon information and belief, he/she believes
them to be true.

PETITIONER
Pro Se

Taken, subscribed and sworn to before me, the undersigned authority, this _____
day of _____, 20_____.

My commission expires: _____.

NOTARY PUBLIC

Name Change Instructions

WV DHHR - VITAL REGISTRATION OFFICE
AFFIDAVIT TO CORRECT WEST VIRGINIA BIRTH CERTIFICATE
INFORMATION AS IT APPEARS ON THE ORIGINAL BIRTH CERTIFICATE:

Name as recorded: _____
Date of birth: _____
City & County of birth: City _____ County: _____
Father's name: _____
Mother's maiden name: _____

ITEMS TO BE CORRECTED OR ADDED:

_____ Should Read _____
_____ Should Read _____
_____ Should Read _____
_____ Should Read _____
_____ Should Read _____

THE FOLLOWING AFFIDAVIT IS TO BE SIGNED BY THE PERSON WHOSE BIRTH CERTIFICATE IS TO BE CORRECTED (OR BY PARENT IF UNDER 18):

I, _____, born _____
(Name - please print) (Date of Birth)

and residing at _____
(Address)

being first duly sworn say that, to the best of my knowledge, the foregoing facts are true and correct.

Signature: _____

Date Signed: _____

Signature of NOTARY PUBLIC: _____



Notary Stamp or Seal

Commission expires: _____

Submit to:

ATTN: Corrections Unit
Vital Registration Office
PO Box 11012
Charleston, WV 25339-1012