



SUPERIOR COURT OF CALIFORNIA
County of Sacramento
720 Ninth Street
Sacramento, CA 95814-1380
(916) 874-5522 – saccourt.ca.gov

PROCEDURE
PETITION FOR CHANGE OF NAME/GENDER

Please note that pursuant to Code of Civil Procedure, Section 1279.5 all petitions for change of name will be checked for parole and/or sex offender status.

If you have general questions about your Petition for Name Change case after reading this document, please call (916) 874-5522.

You must be a resident of Sacramento County in order to file a Petition for Change of Name in this court. Residency is not required if you are only changing your gender.

If you are restoring your name after dissolution of marriage, you may obtain this service at our Family Relations Courthouse at no charge.

1. You must acquire the appropriate documents online or at the Superior Court of California, County of Sacramento, civil records customer service counter in room 102.

Note: It is recommended that you visit the Civil Self-Help Center located in the Sacramento Public Law Library at 813 Sixth St, 1st Floor for further direction in filling out your documents. For more information you can go to:

<http://www.saclaw.org/pages/civil-self-help-center.aspx>

2. Submit your completed documents to the civil customer service counter at 720 9th Street, Room 102. The filing fee is \$395. Fee waivers are available.

► Adults - Complete and submit an original and two (2) copies of the following unless otherwise noted:

- Petition for Change of Name (form NC-100);



- ► **Adults (cont..)**
 - Attachment to Petition for Change of Name (form NC-110 - Name and Information About the Person Whose Name is to be Changed), *a separate attachment for each person whose name is to be changed is required*;
 - Order to Show Cause for Change of Name (form NC-120); Original & 3 copies
 - Decree Changing Name (form NC-130)
 - Civil Case Cover Sheet (form CM-010)

- **Petitions for change of gender or change of name and gender complete and submit an original and two (2) copies of the following unless otherwise noted:**
 - Petition for Change of Name and Gender (NC-200)
 - Petition for Change of Gender and Issuance of New Birth Certificate (NC-300)
 - Order to Show Cause for Change of Name (NC-220); Original & 3 copies
 - Setting of Hearing on Petition for Change of Gender and Issuance of New Birth Certificate (NC-320)
 - Decree Changing Name and Gender (NC-230)
 - Civil Case Cover Sheet (form CM-010)
 - Declaration of Physician Documenting change of Gender Through Clinically Appropriate Treatment Under Health and Safety code Sections 103425 and 103430 (NC-210/310)

- **Minors - Parent(s) must complete and submit an original and two (2) copies of the following unless otherwise noted:**
 - Petition for Change of Name (form NC-100);
 - Attachment to Petition for Change of Name (form NC-110 - Name and Information About the Person Whose Name is to be Changed), *a separate attachment for each person whose name is to be changed is required*;
 - Order to Show Cause for Change of Name (form NC-120); Original & 3 copies
 - Decree Changing Name (form NC-130); and
 - Civil Case Cover Sheet (form CM-010).

To expedite the process, both parents should sign the Petition for Change of Name of Minor.

When one parent submits a name change for a minor child or children, and the other parent, if living, does not join in consenting to the name change (signature required on petition as a co-petitioner), the non-consenting parent must be served personally no less than 30 days prior to the hearing with a copy of the Order to Show Cause pursuant to CCP Section 1277(a). A completed Proof of Service of Order to Show Cause (form NC-121) must also be filed with the court prior to the hearing date. If the non-consenting parent cannot be found, a detailed



accounting of steps taken to find the non-consenting parent must be completed on the Declaration form.

► **Minors - When both parents are deceased, the guardian must complete and submit an original and two (2) copies of the following unless otherwise noted**

- Petition for Change of Name (form NC-100);
- Attachment to Petition for Change of Name (form NC-110 - Name and Information About the Person Whose Name is to be Changed, a *separate attachment for each person whose name is to be changed is required*);
- Supplemental Attachment to Petition for Change of Name (form NC-110G – Declaration of Guardian, a *separate attachment for each child whose name is to be changed is required*);
- Order to Show Cause Change of Name (form NC-120); Original & 3 copies
- Decree Changing Name of Minor by Guardian (form NC-130G); and
- Civil Case Cover Sheet (form CM-010).

► **Entire Family – For an entire family wishing to obtain a change of name, the parent(s)/guardian(s) must complete and submit an original and two (2) copies of the following unless otherwise noted**

- Petition for Change of Name (form NC-100);
- Attachment to Petition for Change of Name (form NC-110 - Name and Information About the Person Whose Name is to be Changed, a *separate attachment for each person whose name is to be changed is required*);
- Order to Show Cause for Change of Name (form NC-120); Original & 3 copies
- Decree Changing Name (form NC-130); and
- Civil Case Cover Sheet (form CM-010).

► **If a guardian is filing the petition, include:**

- Supplemental Attachment to Petition for Change of Name (form NC-110G – Declaration of Guardian, a *separate attachment for each child whose name is to be changed is required*);
- Decree Changing Name of Minor by Guardian (form NC-130G).

3. The filing and certification fee or Request for Fee Waiver is required at the time the documents are filed with the Court. Please refer to the current Fee Schedule. For additional certified copies, please enclose additional fees per copy.



4. When you file your documents, your petition will be given a case number and a hearing date.
5. You are required to publish the Order to Show Cause (NC 120/220) in a newspaper of general circulation printed in Sacramento County once a week for four consecutive weeks prior to the date set for hearing. The newspaper will prepare a proof of publication that must be filed before the hearing date in the department your hearing is set in. If you are filing your petition by mail, include the name of the newspaper you have selected in #3 of the Order to Show Cause (NC 120/220). Newspaper prices vary so please call the newspaper in advance to obtain current fee and get information regarding payment. Do not delay in taking the order to the newspaper for publication.

Attached is a list of general circulation newspapers located in the County of Sacramento.

6. On the court day before your hearing date (after 2:00pm), access the Tentative Rulings by going to the Courts website at www.saccourt.ca.gov and clicking on "View Tentative Rulings". If you do not have access to the internet, call (916) 874-5242 and a clerk will read the tentative ruling to you.

If you have general questions about your Petition for Name Change case or need to request a new hearing date, please call (916) 874-5522.

If the ruling indicates:

- Your change of name is **granted**, the Courtroom Clerk will mail you the Decree Changing Name. You do not need to appear.
 - Your change of name is **granted upon proper proof of publication**, you will need to bring a copy of the proof of publication to court by 9:00am on the scheduled hearing date, and you will not need to appear at the hearing.
 - Your **appearance is required**, you must appear at the date, time, and department indicated on your Order to Show Cause.
7. If a hearing is required, the judge will determine whether or not to grant your petition. Once your petition has been granted, the Courtroom Clerk will mail you the Decree Changing Name.



8. If you were born in Sacramento County and want to amend your birth certificate, you will need to contact the California Office of Vital Records. You will be required to include a certified copy (with the court seal) of the Decree Changing Name in order to complete the process with this agency.
 - Visit www.cdph.ca.gov or call (916) 445-2684 for more information regarding the California Office of Vital Records and any services they provide.

If you were not born in Sacramento County, please contact the jurisdiction (county/state) where you were born to get information about their filing procedures.

9. If you require a confidential name change, please visit California's Safe at Home program at www.CASafeAtHome.org **before** filing any documents with the court. You may also contact them by calling (877) 322-5227 or emailing at safeathome@sos.ca.gov.

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Some General Circulation Newspapers in Sacramento County

Carmichael Times Newspaper

P.O. Box 14
Carmichael, CA 95609
483-0946

Daily Recorder

901 H Street
Room 312
Sacramento, CA 95814
444-2355

Elk Grove Citizen

8970 Elk Grove Blvd.
Elk Grove, CA 95624
685-5533

Folsom Telegraph

921 Sutter St, Ste 100
Folsom, CA 95630
985-2581

Galt Herald

P.O. Box 307
604 Lincoln Way
Galt, CA 95632
(209) 745-1551

Grapevine Independent

3338 Mather Field Road
Rancho Cordova, CA 95670
361-1234

Rio Linda

Elverta News and Printing

6808 Front Street
Rio Linda, CA 95673
991-3000

Sacramento Bee Newspaper

P.O. Box 15779
Sacramento, CA 95852
2100 Q Street
Sacramento, CA 95816
321-1540

The Sacramento Gazette Newspaper

555 University Ave., Ste. 126
Sacramento, CA 95825-6584
567-9654

The Sacramento Observer

2330 Alhambra Boulevard
Sacramento, CA 95817
452-4781

Spectrum Newspaper

530 Bercut Drive, Ste. E
Sacramento, CA 95814
445-6825