



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

You must be a resident of Sacramento County in order to file a Petition for Change of Name in this court.

**If you are restoring your name after a dissolution of marriage that occurred in Sacramento County, 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 609 9<sup>th</sup> Street, 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 9<sup>th</sup> Street, Room 102. **Petitions for Change of Name/Gender are only accepted at the front counter on Wednesdays.** For the current fee amount, see the Statewide Civil Fee Schedule at:

<http://saccourt.ca.gov/fees/docs/fee-schedule.pdf>. 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);
  - 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;*
- ▶ **Adults (cont..)**
  - 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)
- Documentation of Sacramento County residency, as required by Local rule 2.19.
- ▶ **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)
  - Documentation of Sacramento County residency, as required by Local rule 2.19.
- ▶ **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).
  - Documentation of Sacramento County residency, as required by Local rule 2.19.

Signatures of both parents are required on the Petition when the request is for a 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).
- Documentation of Sacramento County residency, as required by Local rule 2.19.

► **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).
- Documentation of Sacramento County residency, as required by Local rule 2.19.

► **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 2:00 p.m.), access the Tentative Rulings by going to the Courts website at [www.saccourt.ca.gov](http://www.saccourt.ca.gov) and clicking on “View Tentative Rulings”. If you do not have access to the internet, call (916) 874-8142 and a clerk will read the tentative ruling to you.

**If you have general questions about your Petition for Name Change case, 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 9:00 a.m. 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](http://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](http://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](mailto:safeathome@sos.ca.gov).

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



### Publishing Newspapers

NEWSPAPER NAME	ADDRESS	WEBSITE	PHONE	FAX	FILE DEADLINE DATE	FILE PROOF
Carmichael Times	P.O. Box 14, Carmichael, CA 95609	<a href="http://www.carmichaeltimes.com">www.carmichaeltimes.com</a>	916-773-1111	916-773-2999	Thursday 5:00 PM for publication on following Wednesday	Yes via mail, An unendorsed copy will be sent to client.
Elk Grove Citizen	8970 Elk Grove Blvd., Elk Grove, CA 95624	<a href="http://www.egcitizen.com">www.egcitizen.com</a>	916-685-5533	209-745-4492	Noon on Monday for Wednesday publication. Noon on Wednesday for Friday publication	No, client must pick up their proof and file it with the court prior to hearing date.
Folsom Telegraph	921 Sutter St Folsom, CA 95630	<a href="http://www.folsomtelegraph.com">www.folsomtelegraph.com</a>	916-985-2581	916-985-0720	Thursday 12:00 PM for the following Wednesday	Yes.
Galt Herald	P.O. Box 307, 604 Lincoln Way, Galt, CA 95632	<a href="http://www.galtheraldonline.com">www.galtheraldonline.com</a>	209-745-1551	209-745-4492	Tuesday 12:00 PM	No, client must pick up their proof and file it with the court prior to hearing date.
Grapevine Independent	3338 Mather Field Road, Rancho Cordova, CA 95670	<a href="http://www.recgrapevine.com">www.recgrapevine.com</a>	916-361-1234	916-361-0491	Tuesday 5:00 PM for Friday publication	Yes.
Rio Linda Elverta News and Printing	6808 Front Street Rio Linda, CA 95673	<a href="http://www.obri.net/rlenews">www.obri.net/rlenews</a>	916-991-3000	N/A	Monday 5:00 PM for Friday publication	Yes via mail, An unendorsed copy will be sent to client.
Sacramento Bee Newspaper	2100 Q Street, Sacramento, CA 95816 Mailing: P.O. Box 151779, Sacramento, CA 95852	<a href="http://www.sacbee.com">www.sacbee.com</a>	916-321-1371	916-321-1110	Wednesday for Friday publication	Contact Sacramento Bee.
Spectrum Newspaper	530 Bercut Drive, Suite E, Sacramento, CA 95814	N/A	916-445-6825	916-443-5871	Thursday 9:00 AM for Tuesday publication	Yes.
The Daily Recorder	901 H Street, Room 312, Sacramento, CA 95814	N/A	916-444-2355 X 102	N/A	Two business days prior to publication	Yes.
The Sacramento Bulletin	530 Bercut Drive, Suite E, Sacramento, CA 95814	N/A	916-445-6825	916-443-5871	Two business days prior to publication	Yes.
The Sacramento Gazette Newspaper	770 L Street, Suite 950, Sacramento, CA 95814	<a href="http://www.sacgazette.com">www.sacgazette.com</a>	916-567-9654	888-567-1193	Tuesday 12:00 PM	Yes.
The Sacramento Observer	2330 Alhambra Blvd., Sacramento, CA 95817	<a href="http://www.sacobserver.com">www.sacobserver.com</a>	916-452-4781	N/A	Wednesday 5:00 PM for Friday publication	Yes.

Sacramento Superior Court does not endorse any of the above newspapers; they are listed for reference only.