



General Name Change Packet

Sacramento Superior Court
Civil Self-Help Services

For name changes that are
not affirming gender identity.

Use Gender Identifier (& Name) for Adults or Minors
to change name & gender marker, or gender marker only.

The following forms are required for name change and are included in this packet.

NC-100 — Petition for Change of Name

NC-110 — Attachment to Petition for Name Change

NC-120 — Order to Show Cause - Change of Name

NC-130 — Decree Changing Name

If you would like help filling out the forms
online with Law Help Interactive,
enter this link in your browser:
<https://tinyurl.com/7jc3r8jv>.

If you want to ask the Court to waive
the \$435 filing fee, you will also need:
FW-001 – Request for Fee Waiver

You may need forms that are *not* included in this packet.
If you are...

FILING FOR MORE THAN ONE PERSON: A separate **NC-110** must be completed for EACH PERSON requesting a name change listed in the Petition for Change of Name. If you are filing for an entire family, you may also need Attachment (**MC-030**) to list more than 3 people on each form.

ONLY ONE PARENT FILING FOR MINOR: The non-signing parent must be served with the Order to Show Cause (**NC-120**) at least 30 days prior to the hearing. After service is complete, file the Proof of Service of Order to Show Cause (**NC-121**). If you can't locate the non-signing parent, you can complete a Declaration of Diligent Search and Request to Dispense with Notice Re: Petition for Change of Name (**CV/E-208**).

A GUARDIAN FILING FOR MINOR: Complete Declaration of Guardian (**NC-110G**) and attach behind **NC-100** and **NC-110**. Additionally, use the Decree Changing Name by Guardian (**NC-130G**) INSTEAD of **NC-130**.

FILING AND PUBLICATION FEES: The filing fee for a Petition for Change of Name is **\$435.00**, unless you qualify for a fee waiver (forms not included). The Fee Waiver does not cover publication, and you will still need to pay a newspaper to publish the Order to Show Cause (**NC-120**) once a week for four (4) weeks in a row. Prices for publication are on the attached List of Newspapers of General Circulation.

COPIES: The original plus one 1 copy of all documents are required at the time of filing (2 total). The court cannot make copies for you at the filing window. A public copy machine is available in Room 212 at 813 6th Street. Copies cost 0.25 cents per page. The machine takes cash only.

WHERE TO FILE:

IN PERSON	BY MAIL
Civil Law & Motion Filings 813 6th Street, Rm. 212, Sacramento, CA 95814 Monday – Friday 8:30 am – 12:30 pm 1:30 pm – 4:00 pm *as staffing permits	Sacramento Superior Court 720 9th Street, Rm. 102, Sacramento, CA 95814

If you need help filling out these forms,
contact Civil Self-Help Services.

✉ civilselfhelp@saccourt.ca.gov ☎ 916-874-1421

MON	TUE	WED	THU	FRI
8:30 AM- Noon	8:30 AM- Noon	8:30 AM- Noon	8:30 AM- Noon	8:30 AM- Noon
1:30 PM- 4:00 PM	1:30 PM- 4:00 PM	1:30 PM- 4:00 PM	CLOSED PM	1:30 PM- 4:00 PM

NEWSPAPER NAME	ADDRESS	WEBSITE/EMAIL	PHONE	FILE DEADLINE DATE	PUBLICATION FEE	FILE PROOF?
Carmichael Times	7144 Fair Oaks Blvd., #5 Carmichael, CA 95608 [Walk-ins OK.]	www.mpg8.com email: legals@mpg8.com	916-773-1111	Friday 12:00 PM for publication on the following week	\$75.00 1st name, \$10.00 each add'l name	YES. They will send proof of publication directly to court prior to the hearing.
Elk Grove Citizen	217 4 th Street Galt, CA 95623 [Walk-ins OK.]	www.mpg8.com email: legals@mpg8.com	916-773-1111	Friday 12:00 PM for publication on the following week	\$75.00 1st name, \$10.00 each add'l name	YES. They will send proof of publication directly to court prior to the hearing.
The Folsom Telegraph	1030 High Street Auburn, CA 95603 [No walk-ins.]	www.goldcountrymedia.com Email PDF docs & phone # to: LegalAds@goldcountrymedia.com	530-885-5656	Within 45 days	\$395.00	YES. They will send proof of publication directly to court prior to the hearing.
Galt Herald	604 N. Lincoln Way Galt, CA 95632 [Walk-ins OK.]	www.galtheraldonline.com email: legals@mpg8.com	916-773-1111	Tuesday 12:00 PM to for Wednesday publication.	\$75.00 1st name, \$10.00 each add'l name	YES. They will send proof of publication directly to court prior to the hearing.
Rancho Cordova Grapevine-Independent	7144 Fair Oaks Blvd., #5 Carmichael, CA 95608 [Walk-ins OK.]	www.mpg8.com legals@mpg8.com	916-773-1111	Friday 12:00 PM for publication on the following week	\$75.00 1st name, \$10.00 each add'l name	YES. They will send proof of publication directly to court prior to the hearing.
The Rio Linda News	7144 Fair Oaks Blvd., #5 Carmichael, CA 95608 [Walk-ins OK.]	www.mpg8.com legals@mpg8.com	916-773-1111	Friday 12:00 PM for publication on the following week	\$75.00 1st name, \$10.00 each add'l name	YES. They will send proof of publication directly to court prior to the hearing.
Sacramento Bulletin	530 Bercut Drive, Suite H, Sacramento, CA 95814 [No walk-ins, call first.]	Email only: sacramentobulletin@gmail.com	916-445-6825	Two business days prior to publication	\$50.00	YES. They will send proof of publication directly to court prior to the hearing.
Sacramento Bee Newspaper	2100 Q Street, Sacramento, CA 95816 [No walk-ins.]	Use online portal: https://placelegal.mcclatchy.com/legals/sacramento/index.html	916-321-1371	Two business days prior to publication	\$332.52	NO. They will email proof of publication to client prior to the hearing. Client must file proof with court.
Spectrum Newspaper	530 Bercut Drive, Suite H, Sacramento, CA 95814 [No walk-ins, call first.]	Email only: sacramentobulletin@gmail.com	916-445-6825	Two business days prior to publication	\$50.00	YES. They will send proof of publication directly to court prior to the hearing.
The Daily Recorder	901 H Street, Rm 312, Sacramento, CA 95814 [Walk-ins M-F 7:00-1:00]	www.legaladstore.com Jenny_Xiong@dailyjournal.com	916-444-2355 X 6902	Two business days prior to publication	\$49.95	YES. They will e-file the proof of publication directly to court prior to the hearing.
The Sacramento Gazette Newspaper	428 J Street, Suite 400, Sacramento, CA 95814 [Walk-ins OK.]	www.sacgazette.com/legal.htm sacgazette@juno.com	916-567-9654	Tuesday 12:00 PM	\$87.00	NO. They will mail proof to client prior to the hearing- client must file with the court.
The Sacramento Observer	1825 Del Paso Blvd, Sacramento, CA 95815 [Walk-ins OK.]	www.sacobserver.com w.whitfield@sacobserver.com	916-452-4781	Friday publication	\$90.00	YES. They will send proof of publication directly to court prior to the hearing.

**CURRENT PRICES MAY BE DIFFERENT FROM THE AMOUNTS LISTED ON THIS HANDOUT. PLEASE CALL PAPERS TO CONFIRM CURRENT PRICES.
THE COURT DOES NOT ENDORSE OR RECOMMEND ANY PARTICULAR COMPANY.**

Updated 11/2024

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name): In Pro Per	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento STREET ADDRESS: 720 9th Street MAILING ADDRESS: 720 9th Street CITY AND ZIP CODE: Sacramento, 95814 BRANCH NAME: Civil Division	
PETITION OF (name of each petitioner):	
PETITION FOR CHANGE OF NAME	CASE NUMBER:

Before you complete this petition, read the *Instructions for Filing a Petition for Change of Name* (form NC-100-INFO). (To change your name as part of a petition to recognize a change of gender, and obtain a new California birth certificate for yourself or your child, or a marriage certificate reflecting those changes, use form NC-300.)

1. Petitioner (present name): (check a or b)
 - a. ☐ resides in this county.
 - b. ☐ does not live in California and (check 1 or 2)
 - (1.) ☐ wants a name change on a marriage license, and was married in this county.
 - (2.) ☐ wants a name change on their or their child's birth certificate, which was issued in this county.
2. Petitioner requests that the court decree the following name changes (list every name that you are seeking to change):

<u>Present name</u>		<u>Proposed name</u>
a.	changed to	
b.	changed to	
c.	changed to	

☐ Continued (If you are seeking to change additional names, you must prepare a list and attach it to this petition as Attachment 2.)
3. Petitioner requests that the court issue an order directing all interested persons to appear or file objections to show cause why this petition for change of name of the persons identified in item 2 should not be granted.
4. The number of persons under 18 years of age whose names are to be changed is (specify):
5. If this petition requests the change of name of any person or persons under 18 years, this request is being made by
 - a. ☐ two parents.
 - b. ☐ one parent.
 - c. ☐ near relative (name and relationship):
 - d. ☐ guardian (name):
 - e. ☐ attorney for an individual under the jurisdiction of the juvenile court (name):
 - f. ☐ other (specify):
6. ☐ This petition seeks to change the name of (check one) ☐ petitioner ☐ (name):
to conform to that person's gender identity.
7. For each person whose name is to be changed, petitioner provides the following information (you must attach Name and Information About the Person Whose Name Is to Be Changed (form NC-110) for each person identified in item 2):
 - a. Number of pages attached (specify number):
 - b.-f. (These items are on the attached page or pages of form NC-110.)

PETITION OF (name of petitioner or petitioners):

CASE NUMBER:

FOR CHANGE OF NAME

**NAME AND INFORMATION ABOUT THE PERSON
WHOSE NAME IS TO BE CHANGED**

Attachment of

Attachment to Petition (form NC-100, form NC-300, or form NC-500)

(You must use a **separate** attachment for **each person** whose name is to be changed. If petitioner is a guardian of a minor, a declaration of guardian (form NC-110G) must also be completed and attached for each minor whose name is to be changed.)

7. (Continued) Petitioner applies for a decree to change the name of the following person:

b. ☐ Self ☐ Other

(1) Present name (specify):

(2) Proposed name (specify):

(3) Born on (date of birth):

and presently ☐ under 18 years of age ☐ 18 years of age or older

(4) Born at (place of birth):

(5) Sex (as stated on original birth certificate): ☐ Male ☐ Female

(6) Current residence address (street, city, county, state, and zip code):

c. Reason for name change (explain):

d. Relationship of the petitioner to the person whose name will be changed:

(1) ☐ Self(4) ☐ Guardian ad litem or attorney for minor appointed by juvenile court(2) ☐ Parent(5) ☐ Near relative (indicate relationship):(3) ☐ Guardian(6) ☐ Other (specify):

e. If the person whose name will be changed is under 18 years of age, provide the names and addresses, if known, of the following persons:

(1) Parent (name): (address):

(2) Parent (name): (address):

(3) (Only if neither parent is living) Near relatives (names, relationships, and addresses):

f. If the person whose name will be changed is 18 years of age or older, that person must sign the following declaration:

DECLARATION

I declare under penalty of perjury under the laws of the State of California that (check one) ☐ I am not ☐ I am under the jurisdiction of the California Department of Corrections and Rehabilitation (in state prison or on parole) or in county jail and (check one) ☐ I am not ☐ I am required to register as a sex offender under Penal Code section 290.

Date:

(TYPE OR PRINT NAME OF PERSON WHOSE NAME IS TO BE CHANGED)

(SIGNATURE OF PERSON WHOSE NAME IS TO BE CHANGED)

(If petitioner is represented by an attorney, the attorney's signature follows):

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF ATTORNEY)

(Each petitioner must sign this petition in the space provided below or, if additional pages are attached, at the end of the last attachment.) I declare under penalty of perjury under the laws of the State of California that the information in the foregoing petition is true and correct.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF PETITIONER)

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF PETITIONER)

☐ ADD ADDITIONAL SIGNATURE LINES FOR ADDITIONAL PETITIONERS☐ SIGNATURE OF PETITIONERS FOLLOWS LAST ATTACHMENT

Page 1 of 1

PETITIONER OR ATTORNEY (name, State Bar number, and address): TELEPHONE NO.: _____ FAX NO. (optional): _____ E-MAIL ADDRESS (optional): _____ ATTORNEY FOR (name): In Pro Per	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento STREET ADDRESS: 720 9th Street MAILING ADDRESS: 720 9th Street CITY AND ZIP CODE: Sacramento, 95814 BRANCH NAME: Civil Division	
PETITION OF (name of each petitioner): <div style="text-align: right;">FOR CHANGE OF NAME</div>	
ORDER TO SHOW CAUSE—CHANGE OF NAME	CASE NUMBER: _____

TO ALL INTERESTED PERSONS:

1. Petitioner (name): _____ filed a petition with this court
 for a decree changing names as follows:
- | <u>Present name</u> | to | <u>Proposed name</u> |
|---------------------|----|----------------------|
| a. _____ | to | _____ |
| b. _____ | to | _____ |
| c. _____ | to | _____ |
| d. _____ | to | _____ |
| e. _____ | to | _____ |

☐ Continued on Attachment 1.

2. THE COURT ORDERS that all persons interested in this matter appear before this court at the hearing indicated below to show cause, if any, why the petition for change of name should not be granted. Any person objecting to the name changes described above must file a written objection that includes the reasons for the objection at least two court days before the matter is scheduled to be heard and must appear at the hearing to show cause why the petition should not be granted. If no written objection is timely filed, the court may grant the petition without a hearing.

NOTICE OF HEARING

a. Date: _____ Time: _____ <input type="checkbox"/> Dept.: _____ <input type="checkbox"/> Room: _____

- b. The address of the court is ☐ same as noted above ☒ other (specify):

813 6th Street, Sacramento, CA 95814

(To appear remotely, check in advance of the hearing for information about how to do so on the court's website. To find your court's website, go to www.courts.ca.gov/find-my-court.htm.)

3. a. ☐ A copy of this *Order to Show Cause* must be published at least once each week for four successive weeks before the date set for hearing on the petition in a newspaper of general circulation:
- ☐ (for resident of this county) printed in this county (specify paper):
☐ (for other petitioners) printed in the county in which petitioner resides or, if no county, in the local subdivision or territory where petitioner resides.
- b. ☐ Other (specify): _____

Date: _____

 JUDGE OF THE SUPERIOR COURT

(If petitioner is requesting change of name of a minor, see Note Regarding Petition for Minors on page 2.)

NOTE REGARDING PETITIONS FOR MINORS

When a *Petition for Change of Name* has been filed for a child by one parent and the other parent, if living, does not join in consenting to the name change, the petitioner must have a notice of the time and place of the hearing or a copy of the *Order to Show Cause* served on the other parent not less than 30 days prior to the hearing under Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40.

If a petition to change the name of a child has been filed by a guardian, the guardian must (1) provide notice of the hearing to any living parent of the child by personal service at least 30 days before the hearing, or (2) if either or both parents are deceased or cannot be located, serve notice of the hearing on the child's grandparents, if living, not less than 30 days before the hearing under Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40.

(This Note is included for the information of the petitioner and is not to be included in the Order to Show Cause published in the newspaper.)

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name): In Pro Per	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento STREET ADDRESS: 720 9th Street MAILING ADDRESS: 720 9th Street CITY AND ZIP CODE: Sacramento, CA 95814 BRANCH NAME: Civil Division	
PETITION OF (name of each petitioner): <div style="text-align: right;">FOR CHANGE OF NAME</div>	
DECREE CHANGING NAME	CASE NUMBER:

1. The petition was duly considered:
- a. ☐ at the hearing on (date): _____ in Courtroom: _____ of the above-entitled court.
- b. ☐ without hearing.

THE COURT FINDS

2. a. All notices required by law have been given.
- b. Each person whose name is to be changed identified in item 3 below
- ☐ is not ☐ is required to register as a sex offender under section 290 of the Penal Code.
- This determination was made (check one): ☐ by using CLETS/CJIS ☐ based on information provided to the clerk of the court by a local law enforcement agency.
- c. ☐ No objections to the proposed change of name were made.
- d. ☐ Objections to the proposed change of name were made by (name): _____
- e. It appears to the satisfaction of the court that all the allegations in the petition are true and sufficient and that the petition should be granted.
- f. ☐ Other findings (if any): _____

THE COURT ORDERS

3. The name of
- | | | |
|---------------------|---------------|-----------------|
| <u>Present name</u> | | <u>New name</u> |
| a. | is changed to | |
| b. | is changed to | |
| c. | is changed to | |
| d. | is changed to | |

☐ Additional name changes are listed on Attachment 3.

Date: _____

JUDGE OF THE SUPERIOR COURT
☐ SIGNATURE OF JUDGE FOLLOWS LAST ATTACHMENT