



STATE OF MICHIGAN

SAGINAW COUNTY PROBATE COURT
10th Circuit Court – Family Division
111 S. Michigan Avenue
Saginaw, MI 48602-2086
PHONE: (989) 790-5540

NAME CHANGE GUIDELINES

Welcome to the Saginaw County 10th Circuit Court - Family Division. The name change process is governed by State Law and Michigan Court Rules. The current statute is found at Michigan Compiled Laws Annotated (MCLA) 711.1 through 711.3. The current Michigan Court Rule is MCR 3.613. Current versions of the required forms can be found at the State Court Administrator's internet web site: www.courts.michigan.gov/scao/courtforms/namechange/ncindex.htm.

In order to effectuate a name change, you will need the following forms which are also available at the County Clerk's Circuit Court Office in the Lower Level of the Saginaw County Courthouse for \$5.00:

1. Petition to Change Name - must be filled out in its entirety.
2. Publication of Notice of Hearing - must be filled out in its entirety.
3. Order following Hearing on Petition to Change Name - must be filled out in its entirety.
4. Special instructions regarding fingerprints - for individuals 22 years of age or older.

The Court will require a minor over 14 years of age to acknowledge his/her signature during the hearing. A minor under the age of 14, if the Court believes he/she is of sufficient age to state a preference (generally over 8 years of age), the Court shall consider the minor's wishes and will consult with the minor.

The Court will try to accommodate a minor's schedule in order to avoid his/her absence during the school day.

We hope this will make your experience a little easier in the Family Court. Should you have any questions, contact the Clerk Office: (790-5540).

Sincerely,

Honorable Patrick J. McGraw

SPECIAL INSTRUCTIONS FOR NAME CHANGE

1. **Every person 22 years of age or older, whose name appears on the Petition for Name Change, must follow these instructions before the court can act on the Petition.**
2. Under Michigan law, every person 22 years of age or older who is requesting a name change must have (2) complete sets of fingerprints taken at a local police agency. Those fingerprints will be used by the Michigan State Police (MSP) and Federal Bureau of Investigation (FBI) to check criminal records. MSP will send a report to the court regarding any criminal records.
3. If you have a criminal record, it is presumed you are seeking the name change with fraudulent intent. You must prove to the court this is not your intention.
4. Purchase packet from the County Clerk Office, cost \$5. Includes: Petition for Name Change, Publication of Notice of Hearing and Order Following Hearing on Petition to Change Name. **Complete each form in its entirety!**
5. **Make copies:** (3) Petition for Name Change (2) Publication of Notice of Hearing and (2) Order to change Name
6. File completed forms, copies and pay \$100 filing fee with the County Clerk Office. A case number and hearing date will be assigned.
7. **Take one** copy of the **Petition for Name Change** to your local police agency to have your fingerprints taken and pay appropriate fee for the fingerprint cards. **Ask police agency for fee information for Step 8.**
8. **Mail one** copy of the **Petition for Name Change**, fingerprint cards and appropriate fee to:

Michigan State Police, Criminal Justice Information Center
7150 Harris Drive, Lansing, MI 48913
9. **Take one** copy of the **Publication of Notice of Hearing** to a local newspaper and pay appropriate fee. You must request an **Affidavit of Publication.**
10. **Before coming to court**, be sure to have order filled out completely for the judge's signature (including all names and checking the boxes where applicable) and having the affidavit of publication. **Failure to do so may result in the hearing being adjourned. Failure** to appear, court will dismiss Petition.
11. If you seek to change the name of a **minor**, you must be able to fully comply with sections **7A and 7B on the Petition.**