



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. Statute, common law, and Michigan Court Rules govern the name change process. The current statute is found at Michigan Compiled Laws Annotated (MCLA) 711.1 through 711.3. The current Michigan Court Rule (MCR) is 3.613. Current versions of the required forms can be found at the State Court Administrator's internet website:

<http://courts.michigan.gov/scao/courtforms/namechange/ncindex.htm>

You have requested materials in order to effectuate a name change. You are being provided with a set of documents in addition to this letter.

1. Petition to Change Name. The petition must be filled out in its entirety. If the petition is for a minor, it is especially important to correctly fill out all boxes in section 7. If the petition is not filled out completely, the Court cannot hold a hearing on the petition to change name.
2. Publication of Notice of Hearing. This document must be filled out in its entirety.
3. Order Following Hearing on Petition to Change Name. This document must be filled out in its entirety.
4. Special Instructions Regarding Fingerprints. This document pertains to persons 22 years of age or older.
5. Waiver/Consent
6. Proof of Service. Please note that service must be made by **registered** or **certified** mail; ordinary mail is not sufficient.
7. Application to Correct or Change a Michigan Birth Record.

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 information makes your experience in the Family Court a little easier. Should you have any questions, contact the Clerk's Office at (989) 790-5540.

Sincerely,

HON. PATRICK J. McGRAW
Presiding Judge – Family Division
10th Judicial Circuit Court

SPECIAL INSTRUCTIONS FOR NAME CHANGE

Every person 22 years of age or older whose name appears on the “Petition to Change Name” must follow these instructions before the court can act on the petition.

Pursuant to Michigan law, every person 22 years of age or older who is requesting a name change must have a complete set of fingerprints taken at a local police agency. Those fingerprints will be used by the Michigan State Police and Federal Bureau of Investigation to check criminal records. The Michigan State Police will send a report to the court regarding any criminal records.

If you have a criminal record, it will be presumed that you are seeking the name change with fraudulent intent. You must prove to the court that the name change is not being sought with fraudulent intent.

INSTRUCTIONS:

1. File the “Petition to Change Name” (form PC 51) with the circuit court and pay the filing fee.
2. Make one copy of the completed “Petition to Change Name” (form PC 51).
3. Go to your local police agency for the fingerprint card and to have your fingerprints taken. The police agency will advise you of the appropriate fee. Take a copy of the “Petition to Change Name” with you.
4. After you have had your fingerprints taken, mail the copy of the “Petition to Change Name,” the fingerprint card, and the appropriate fee to the Michigan State Police. The fee is currently \$49.25. The fee must be made payable to the State of Michigan. Mail to:

Michigan State Police
Criminal Records Division
106 W. Allegan
Lansing, Michigan 48933

5. The Michigan State Police will review your criminal records and will forward the fingerprints to the Federal Bureau of Investigation. Once the Federal Bureau of Investigation has reviewed its records and reported the information to the Michigan State Police, the Michigan State Police will send a report to the court.

Contact the court two weeks prior to your scheduled hearing day in order to confirm we have received your report from the Michigan State Police.