

Frank D. Hargrove, Jr.
Clerk

Hanover Circuit Court

Clerk's Office
P.O. Box 39
Hanover, Virginia 23069

Telephone
(804) 365-6151
365-6000

NAME CHANGE – MINOR

FEE: \$41.00

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY
BEFORE CALLING WITH QUESTIONS.**

Once the petition has been completed, you can either bring it to the Circuit Court Clerk's office or mail it with your \$41.00 fee and a **SELF-ADDRESSED STAMPED ENVELOPE** to Hanover Circuit Court , P.O. Box 39, Hanover, VA 23069. The Order will be prepared at the Clerk's Office once your petition is received.

The petition needs to be signed by both parents. **EACH SIGNATURE NEEDS TO BE NOTARIZED INDIVIDUALLY.** If the natural mother or father does not live at the residence, a signed **NOTARIZED** statement from him/her giving his/her consent to the name change will be sufficient. If the absent parent has given up all legal rights to the child, please attach copies of legal documents verifying this.

We **CANNOT GIVE LEGAL ADVICE** therefore; if you need assistance, you need to contact an attorney. If the assistance is not of a legal nature, you may call 365-6143, 365-6147 or 365-6148 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.