

DOOR COUNTY CLERK OF COURTS NAME CHANGE PROCEDURE UNDER AGE 14

The following information is provided as a courtesy and is not intended to be legal advice. Name change procedures are governed by Wis Statutes §786.36. There is a link for legal information at www.wicourts.gov. Forms are also available at this site.

****You will need three (3) sets of the pertinent paperwork - one (1) set to file at the Clerk of Courts, one (1) set for yourself, and one (1) set for the newspaper. There is a \$164.50 filing fee. A waiver may be available if you are low income.****

1. An adult or minor age 14 or over can petition on their own behalf. For a child under age 14, both parents must petition or consent in writing (a notarized statement if not signing the petition), unless parental rights have been terminated. There are provisions available for absent parents.
2. Complete the Petition, Notice of Hearing, and the top part of the Order for Hearing. Court staff will send your papers to the court for a signature and hearing date. You will receive a call to pick up your copies. Leave the proposed Order with the clerk.
3. You must call the Door County Advocate for publication in the newspaper for three (3) consecutive weeks. The Advocate's publishing information can be located on the opposite side of this sheet. There will be a charge by the Advocate for the publication.

PROOF OF PUBLICATION MUST BE FILED WITH THE
CLERK OF COURT ON OR BEFORE THE HEARING DATE

The newspaper will mail this proof of publication to you.

You can bring the proof with you to the hearing.

AFTER THE ORDER FOR NAME CHANGE IS SIGNED BY THE COURT:

4. If you were born in Wisconsin, a certified copy of the Order for Name Change must be recorded with the Register of Deeds. There is a \$30 recording fee. You need an additional certified copy to change your driver's license, social security card, bank records, health/school records, etc. Certified copies cost \$6.25 each. We suggest you purchase at least two (2).
5. **If you were born in Wisconsin and are changing your birth certificate**, you must complete a Report of Legal Name Change Form (F-5021). There is a \$30 fee for one (1) certified copy of your new birth certificate, and an additional \$3 fee for each additional copy. The clerk will prepare this form for submission to the Vital Records Department.
6. If you were born outside of Wisconsin, please contact that state's vital records to learn the procedure to change your birth certificate.