

Form D – Name Change for Family

INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you.

All forms must be typed.

THE FOLLOWING FORMS ARE INCLUDED IN THIS PACKET AND MUST BE SUBMITTED UPON COMPLETION:

PETITION

FACT SHEET

NOTICE OF CHANGE OF NAME

ORDER

NOTICE TO CONVICTED SEXUAL OFFENDERS

PURSUANT TO ACT 47, SESSION LAWS OF 2007, IF YOU ARE A CONVICTED SEXUAL OFFENDER, WITH AN OBLIGATION TO REGISTER UNDER CHAPTER 846E, HAWAII REVISED STATUTES, YOU ARE PROHIBITED FROM CHANGING YOUR LEGAL NAME IN THE OFFICE OF THE LIEUTENANT GOVERNOR, WITHOUT PRIOR COURT APPROVAL.

TO ENSURE COMPLIANCE WITH THE LAW, THE OFFICE OF THE LIEUTENANT GOVERNOR WILL CONDUCT A CRIMINAL BACKGROUND CHECK ON ALL NAME CHANGE APPLICANTS.

\$50 NON-REFUNDABLE FILING FEE

A filing fee in the amount of \$50.00 is required for each name change Petition. Once received by the Office of the Lieutenant Governor, this fee is **non-refundable**. All Petitions must be accompanied by a Money Order or Cashier's Check made payable to the Office of the Lieutenant Governor in the amount of \$50.00. No personal checks will be accepted. Cash payment will only be accepted when the Petitioner hand carries documents into the Office of the Lieutenant Governor.

INSTRUCTIONS FOR COMPLETING THE PETITION (pages 7 to 11)

- (1) This is the official heading. Type in **full, legal names** of the father, mother and minor children, which would be the names exactly as they appear on the birth certificate, unless it has been legally changed through marriage or other legal name change. **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME.**
- (2) Type father's and mother's full, legal names in the spaces provided.
- (3) Type in all information requested for the father. If your father's name is not listed on the birth certificate, type in "unknown".
- (4) Type in father's name as it appears on birth certificate/certificate of naturalization.
- (5) Type in all other names you have used even if they were not legal names. If your name has been changed previously, provide the former name, date and the place where the name change(s) was granted. This includes divorced persons whose divorce decree changes their names.
- (6) Type in all information requested for the mother. If your father's name is not listed on the birth certificate, type in "unknown".
- (7) Type in mother's name as it appears on birth certificate/certificate of naturalization.
- (8) Type in all other names you have used even if they were not legal names. If your name has been changed previously, provide the former name, date and the place where the name change(s) was granted. This includes divorced persons whose divorce decree changes their names.
- (9) Type in your current State of residence. You must provide a street address. For those locations where there are no street addresses, P.O. Boxes may be entered, but please describe the general location of residence.
- (10) Type in the information requested for all minor children, including those whose names are not being changed.
- (11) Check the appropriate response. If either Petitioner has been convicted of a felony or a sexual offense, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms and conditions of parole or probation, the date of final discharge of the sentence, whether there was a deferred acceptance of a guilty or no contest plea, if there was a pardon, and by whom the pardon was granted.
- (12) Type in the names of the Petitioners exactly as they want them to appear after they are legally changed. Do the same for each of the minor children whose names are being changed.
- (13) Type the names of the Petitioners and minor children as they appear in the heading and then as you want them to appear after they are changed.
- (14) Type the date, either at the time you have it notarized or before you have it notarized. **If you date it after the date it is notarized it will not be processed.** Type the name of the city in the second blank.

- (15) Sign petition in black ink in front of a State of Hawaii notary public. **DO NOT USE INITIALS OR NICKNAMES IN THE SIGNATURE.** The notary will complete their portion of this page. Notary Public must be commissioned in the State of Hawaii.
- (16) Type the full, legal name of both petitioners.
- (17) **Sign the petition in black ink in front of the notary.** Do not use initials or nicknames, sign your full, legal name. The notary will complete his/her portion of this page.

The **PETITION** for Change of Name must be submitted with the **NOTICE OF CHANGE OF NAME** and **ORDER** properly filled out. The directions for filling out these two documents are provided below.

- 1) **ORDER** (pages 16 & 17) Type in petitioners' name, address and phone number in the space provided. Type in the full, legal name, one on each line after "In the Matter of the Petition of." Type your legal name in the heading exactly as you did on the Petition. Leave the spaces for dates in the body of the document blank, but type in your legal name and your new name in the proper spaces. We will fill in the dates of publication. Submit one (1) original and five (5) copies of the **ORDER** to our office along with the **PETITION**.

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER, (See H.R.S. 574-6b).

- 2) **NOTICE OF CHANGE OF NAME** (pages 18 & 19) At the top left hand corner type your name and address in the space provided. Type your legal name in the heading exactly as you did on the Petition. Type your legal name in the space provided in the body of the document and then the name as you wish it changed.

Submit one (1) original of NOTICE OF CHANGE OF NAME, copies are not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE OF CHANGE OF NAME and it will be returned to you. **You will be responsible for submitting the NOTICE OF CHANGE OF NAME to the newspaper agency for publication.** The NOTICE OF CHANGE OF NAME must be published in the newspaper and an affidavit executed within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. **Failure to publish within the time required automatically voids the PETITION for change of name.**

The newspaper will mail an AFFIDAVIT of publication to our office and a copy of the AFFIDAVIT to you, for your files. If we do not receive an AFFIDAVIT from the newspaper by the end of sixty (60) days, we will assume that you did not have the NOTICE OF CHANGE OF NAME published and your PETITION will be voided.

NOTE: The newspaper provides the affidavit, you do not have to provide that form.

INSTRUCTIONS FOR SUBMITTING DOCUMENTS

Mail or deliver the documents to:

Office of the Lieutenant Governor
Hawaii State Capitol
415 South Beretania Street, 5th Floor
Honolulu, Hawaii 96813

Please do not hesitate to contact our office prior to submitting documents and payment if you have any questions, as the filing fee is non-refundable.

Phone: (808) 586-0255
Website: www.ltgov.hawaii.gov

The following must be submitted to the Office of the Lieutenant Governor:

BIRTH CERTIFICATE OR CERTIFICATE OF NATURALIZATION- a certified copy of your original birth certificate from the state in which you were born. Certification of the birth certificate must not be older than 90 days prior to submission of your name change Petition. Foreign birth certificates must be translated into English and notarized. Original Certificate of Naturalization (if applicable) must also be submitted.

If you are not a U.S. Citizen, please provide a photocopy of your passport AND either of the following: (1) foreign birth certificate, which must be translated into English and notarized; (2) family register; or (3) alien registration card.

PETITION – notarized by a State of Hawaii notary within **30 days** prior to submission of name change forms.

FACT SHEET – completed fact sheet.

NOTICE OF CHANGE OF NAME – one original.

ORDER- original plus five (5) copies.

NON-REFUNDABLE FILING FEE- Money Order or Cashier’s Check made payable to the Office of the Lieutenant Governor in the amount of \$50.00; No personal checks will be accepted. Cash will only be accepted when the petitioner hand carries documents into the Office of the Lieutenant Governor.

SUPPORTING DOCUMENTS- Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (copies acceptable).

ENVELOPES- Please enclose 2 self-addressed-stamped-envelopes:

1 each- #10 (regular) envelope with 1 first class stamp.

1 each- large flat manila envelope with \$2.00 stamps

CORRECTIONS- Petitions with liquid paper corrections must be initialed by the State of Hawaii notary public.

A PETITION CONTAINING TYPOGRAPHICAL ERRORS, MISSING INFORMATION OR OTHERWISE NOT IN CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT BE ACCEPTED FOR PROCESSING.

NOTICE REGARDING LEGAL ADVICE

The Office of the Lieutenant Governor cannot render legal advice regarding name changes. We can only answer questions related to the procedures involved in processing name changes. **IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.**

FOR YOUR INFORMATION

Regarding the first page of the **PETITION**

I.

- (3) That your Petitioner is _____ ;
date of birth is _____ ;
(petitioner)
place of birth is _____ ;
(petitioner)
father's name is _____ ;
(petitioner) (Name as shown on birth certificate)
mother's maiden name is _____ ;
(First) (Middle) (Surname)

PETITIONER'S PARENTS (not minor's parents)

II.

- That your Petitioner is _____ ;
date of birth is _____ ;
(petitioner)
place of birth is _____ ;
(petitioner)
father's name is _____ ;
(petitioner) (Name as shown on birth certificate)
mother's maiden name is _____ ;
(First) (Middle) (Surname)

PETITIONER'S PARENTS (not minor's parents)

IN THE OFFICE OF THE LIEUTENANT GOVERNOR
OF THE STATE OF HAWAII

In the Matter of the Petition)
)
 of)
)
(1) _____)
 and (father))
)
 _____)
 (mother))
 for themselves and for and on behalf of)
)
 _____)
)
 _____)
)
 _____)
 minor children,)
)
 For Change of Names)
 _____)

PETITION

TO THE HONORABLE JOSHUA B. GREEN, LIEUTENANT GOVERNOR OF THE
STATE OF HAWAII:

(2) COMES NOW _____
(father)

and _____ your Petitioners herein, and respectfully
(mother)

pray that an order be entered herein changing their names and the names of their minor child and
in

support thereof represent as follows: I. (father)

(3) That your Petitioner is _____, whose date of
birth is _____;

place of birth is _____;

father's name is _____;
(First, middle, and surname)

mother's name is _____;
(First, middle, and surname)

(4) That the name on your Petitioner's birth certificate/certificate of naturalization is _____.

(5) That other names Petitioner is using or has used are as follows: _____.

II. (mother)

(6) That your Petitioner is _____,

date of birth is _____;

place of birth is _____;

father's name is _____;

(First, middle, and surname)

mother's name is _____;

(First, middle, and surname)

(7) That the name on your Petitioner's birth certificate/certificate of naturalization is _____.

(8) That other names Petitioner is using or has used are as follows: _____.

III.

(9) That your Petitioner's residence is in the State of _____

and their present address is _____.

(residential address)

IV.

That your Petitioners are the parents of the following minor children:

| | <u>Name on Birth Certificate</u> | <u>Date of Birth</u> | <u>Place of Birth</u> |
|------|----------------------------------|----------------------|-----------------------|
| (10) | _____ | _____ | _____ |
| | _____ | _____ | _____ |
| | _____ | _____ | _____ |

V.

(11) That your Petitioner Husband:

_____ has not been convicted of a felony or a sexual offense.

_____ has been convicted of a felony.

_____ has been convicted of a sexual offense.

Felony or Sexual Offense

Date of Conviction

Disposition

If Petitioner Husband has been convicted of a felony or a sexual offense, respond to the following questions:

1. Fully explain the charges.
2. Fully explain the sentence.
3. Fully explain the terms and conditions of parole or probation.
4. Fully explain the date of final discharge of the sentence.
5. Fully explain whether there was a deferred acceptance of a guilty or no contest plea.
6. Fully explain if there was a pardon, and by whom the pardon was granted.

That your Petitioner Wife:

_____ has not been convicted of a felony or a sexual offense.

_____ has been convicted of a felony.

_____ has been convicted of a sexual offense.

Felony or Sexual Offense

Date of Conviction

Disposition

If Petitioner Wife has been convicted of a felony, respond to the following questions:

1. Fully explain the charges.
2. Fully explain the sentence.
3. Fully explain the terms and conditions of parole or probation.
4. Fully explain the date of final discharge of the sentence.
5. Fully explain whether there was a deferred acceptance of a guilty or no contest plea.
6. Fully explain if there was a pardon, and by whom the pardon was granted.

VI.

That this Petition is not filed for the purpose of avoiding payment of debts to creditors; your Petitioners have been and are good law-abiding citizens and your Petitioners state that this Petition for Change of Name is not for wrong or fraudulent purposes.

VII.

(12) That your Petitioners are now requesting that they be permitted to change their names to _____ and _____,
(father) (mother)
and of their minor children to _____,
_____ and _____.

WHEREFORE, your Petitioners pray that an order be entered herein changing the names as follows:

(13) FROM TO

(14) DATED: _____, Hawaii.

(15) _____
Petitioner (Father sign name in full)

Petitioner (Mother sign name in full)

State of Hawaii)
)
County of _____) SS.
(Honolulu, Hawaii, Maui, Kauai))

(16) _____ and
(father)
_____ being first duly sworn on oath depose
(mother)
and say:

That they are the Petitioners named herein, that they have read the foregoing Petition,
know the contents thereof, and that the same are true to the best of their knowledge.

(17) _____
Petitioner (Father sign name in full)

Petitioner (Mother sign name in full)

Subscribed and sworn to before me
this _____ day of _____, 20_____.

(Notary Stamp or Seal)

Notary Public, State of Hawaii
Printed Name: _____
My Commission Expires: _____

| | |
|-------------------------|-----------------|
| Doc. Date: _____ | # Pages: _____ |
| Notary Name: _____ | ___ Circuit |
| Doc. Description: _____ | |
| _____ | (Stamp or seal) |
| Notary Signature | Date |

The following is to be signed by the minor (over the age of ten) and returned with the Petition for change of name.

CONSENT TO CHANGE OF NAME

I, _____, whose parents (Petitioners) are
_____ and _____
presently residing at _____,
do hereby consent to having my name changed from _____
to _____.

DATED: _____

Signature of Minor

Signature of Petitioner (Father)

Signature of Petitioner (Mother)

CONSENT TO CHANGE OF NAME

I, _____, whose parents (Petitioners) are
_____ and _____
presently residing at _____,
do hereby consent to having my name changed from _____
to _____.

DATED: _____

Signature of Minor

Signature of Petitioner (Father)

Signature of Petitioner (Mother)

FACT SHEET

(INFORMATION REGARDING THE FATHER OF MINOR CHILD)

Each Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Name.

1. What is the name on your Birth Certificate? What is the File No? Dated

2. What is the name on your Certificate of Naturalization? What is the No? Dated

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and places thereof:

Married to Date of Marriage Place of Marriage

Divorced From Date of Divorce Place of Divorce

6. List the names, date and place of birth of all your living children:

Name Date of Birth Place of Birth

7. What is the reason for legalizing this name change?

8. I was born/married in the State of Hawaii, and wish to have the name on my birth certificate amended in the following way:

First Name

Middle Name

Last Name

9. I (Minor Child) was born in the State of Hawaii, and wish to have the name on my birth certificate amended in the following way:

First Name

Middle Name

Last Name

First Name

Middle Name

Last Name

First Name

Middle Name

Last Name

FACT SHEET

(INFORMATION REGARDING THE MOTHER OF MINOR CHILD)

Each Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Name.

1. What is the name on your Birth Certificate? What is the File No? Dated

2. What is the name on your Certificate of Naturalization? What is the No? Dated

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and places thereof:

Married to Date of Marriage Place of Marriage

Divorced From Date of Divorce Place of Divorce

6. List the names, date and place of birth of all your living children:

Name Date of Birth Place of Birth

7. What is the reason for legalizing this name change?

8. I was born in the State of Hawaii, and wish to have the name on my birth certificate amended in the following way:

_____ _____ _____
First Name Middle Name Last Name

ORDER

The Notice of Change of Names of _____,
_____, _____,
and _____ having been published on _____ i n a
newspaper of general circulation in the State of Hawaii, I, Joshua B. Green, Lieutenant Governor of the State
of Hawaii, by virtue of the authority vested in me by law and thereunto enabling, do hereby order that the
names of _____,
_____, and _____
shall be changed to _____,
_____, and _____ effective _____.

Dated: Honolulu, Hawaii: _____

JOSHUA B. GREEN
Lieutenant Governor of the State of Hawaii

Name:
Address:
City, State, Zip Code:
Telephone #

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

In the Matter of the Petition)
)
 of)
)
 _____)
 and (father))
)
 _____)
 (mother))
 for themselves and for and on behalf of)
)
 _____)
)
 _____)
)
 _____)
 minor children)
)
 For Change of Names)
)

NOTICE OF CHANGE OF NAMES

Upon consideration of the Petition of _____,
_____, _____,
_____ and _____,

and there appearing to me to be good reasons for granting the same:

NOW, THEREFORE, by virtue of the authority vested in me by law and thereunto
enabling, I, Joshua B. Green, Lieutenant Governor of the State of Hawaii, do hereby give public notice
the names of _____ that _____,

and _____ shall be changed to _____,
_____, _____,

and _____ upon a single publication in the Honolulu Star-Advertiser, a newspaper of general circulation in the State of Hawaii, published in Honolulu, Hawaii.

DATED: Honolulu, Hawaii _____

JOSHUA B. GREEN
Lieutenant Governor of the State of Hawaii

FATHER
SURVEY SHEET ON VOTER REGISTRATION
FOR AMERICAN CITIZENS ONLY

(CHECK ONLY ONE OF THESE)

I am not a registered voter and I am NOT interested in registering under my new name at this time.
STOP. DO NOT FILL OUT OR SIGN THIS FORM.

I am NOT a registered voter, but would like to register to vote under my new name.

I am a registered voter and would like my name changed on the voter registration list
PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHNAGE
FORMS.

I am a registered voter and would like my name and address changed on the voter registration list.
PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHANGE
FORM.

When you have your name changed legally, you need to change your voter registration as well. Please fill out the information below and return this form with your name change Petition. When your name change order is signed by the Lieutenant Governor, your voter registration will automatically update to reflect your new name.

1. I am registered to vote on _____
(Island)
2. My name is being changed from _____
to _____
3. My residence address is _____
4. My telephone number is (H) _____ (B) _____
5. My mailing address is _____
6. My social security number is _____
7. My date of birth is _____

Signed, _____
(New Name)

(FOR OFFICE USE ONLY)

Name Change Effective on: _____ Date granted by Lt. Gov: _____

MOTHER
SURVEY SHEET ON VOTER REGISTRATION
FOR AMERICAN CITIZENS ONLY

(CHECK ONLY ONE OF THESE)

I am not a registered voter and I am NOT interested in registering under my new name at this time.
STOP. DO NOT FILL OUT OR SIGN THIS FORM.

I am NOT a registered voter, but would like to register to vote under my new name.

I am a registered voter and would like my name changed on the voter registration list
PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHNAGE
FORMS.

I am a registered voter and would like my name and address changed on the voter registration list.
PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHANGE
FORM.

When you have your name changed legally, you need to change your voter registration as well. Please fill out the information below and return this form with your name change Petition. When your name change order is signed by the Lieutenant Governor, your voter registration will automatically update to reflect your new name.

1. I am registered to vote on _____
(Island)
2. My name is being changed from _____
to _____
3. My residence address is _____
4. My telephone number is (H) _____ (B) _____
5. My mailing address is _____
6. My social security number is _____
7. My date of birth is _____

Signed, _____
(New Name)

(FOR OFFICE USE ONLY)

Name Change Effective on: _____ Date granted by Lt. Gov: _____