

# Form E – Name Change of a Minor by One Parent with the Notarized Consent of the Other Parent

## INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. **All responses must be typed and form cannot be re-typed.**

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

**PETITION**

**FACT SHEET**

**NOTICE OF CHANGE OF NAME**

**ORDER**

### **\$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 9)**

- (1) This is the official heading. Type in the **full, legal name** of the custodial parent filing the Petition (Petitioner). Type the child's full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after "for and on behalf of."
- (2) Type the full, legal name of the custodial parent filing the Petition.
- (3) Type in all the information requested. Type Petitioner's father's full name and mother's first name and maiden name.
- (4) Type in the child's date of birth, the child's place of birth, and the name of the child as it appears in the heading.
- (5) Type in the full, legal name of the non-custodial parent and his or her residence address. For those locations where there are no street addresses, P.O. Boxes may be entered, but please describe the general location of residence.
- (6) Type the child's name exactly as you want it to appear after it is changed.
- (7) Type the child's name as it appears in the heading and then the name as you want it to be after it is changed.
- (8) Type the date in the first blank. 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 on the second blank.
- (9) Sign the petition in black ink, exactly as it is typed in the heading. **DO NOT USE INITIALS OR NICKNAMES IN THE SIGNATURE.**
- (10) Type in Petitioner's full, legal name.
- (11) Sign the petition in black ink in front of a 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 by the State of Hawaii or the military of the United States of America.

**INSTRUCTIONS FOR COMPLETING THE NOTICE OF CHANGE OF NAME (page 12)**

- At the top of the page, type Petitioner’s name, address and telephone number in the space provided.
- Type the heading exactly as you did in the Petition.
- In the space after “Upon the consideration of the Petition of” type Petitioner’s full legal name as it appears on the heading.
- In the next space type in the minor child’s full legal name as it appears on the heading.
- Type the child’s new name after “shall be changed to”.

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 a newspaper of general circulation in the State of Hawai’i 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 the sixty (60) days, we will assume that you did not have the NOTICE OF CHANGE OF NAME published and your Petition will be voided at the end of sixty (60) days.

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

## **INSTRUCTIONS FOR COMPLETING THE ORDER (pages 13 to14)**

- Halfway down the page, type the Petitioner’s name, address and telephone number in the space provided.
- Type the heading exactly as it appears on the Petition.
- In the space after “The Notice of Change of Name of” type the child’s full legal name exactly as it appears in the heading.
- Leave the “published on” space blank.
- In the next space, type the child’s full legal name exactly as it appears in the heading.
- After “be changed to” type the child’s new name.
- Leave all other spaces blank.
- Submit one (1) original and five (5) copies of the ORDER to our office along with the original 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 the original **ORDER** with the Bureau of Conveyances within sixty (60) days after the signing of the **ORDER**. (See H.R.S. §574-6(b)).

## **INSTRUCTIONS FOR RETURNING DOCUMENTS**

Mail documents to:

Office of the Lieutenant Governor  
Hawai’i State Capitol  
415 South Beretania Street, 5th Floor  
Honolulu, Hawai’i 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](http://www.ltgov.hawaii.gov)

**The following must be submitted to the Lieutenant Governor's Office.**

BIRTH CERTIFICATE OR CERTIFICATE OF NATURALIZATION- a *certified* copy of the child's original birth certificate from the state in which the child was born. Certification of the birth certificate must not be older than 90 days prior to submission of your name change Petition. Original Certificate of Naturalization (if applicable) must also be submitted. Parents will submit a photocopy of their birth certificates.

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

PETITION- notarized by a notary public commissioned the State of Hawaii or the military of the United States of America 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 (pgs. 13 & 14)

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 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).

CONSENT FORM- Consent Form, signed by minor child if over 10 years of age.

CONSENT FORM- Consent Form, signed and notarized by non-custodial parent.

ENVELOPES- Please enclose 2 self-addressed stamped envelopes:

1 ea. #10 (regular) envelope with 1 first class stamps

1 ea. large flat manila envelope with \$2.00 stamps

CORRECTIONS- Petitions with corrections must be initialed by the notary.

**A PETITION CONTAINING TYPOGRAPHICAL ERRORS, MISSING INFORMATION OR OTHERWISE NOT IN CONFORMANCE WITH THESE INSTRUCTIONS WILL BE DENIED.**

**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)

Petitioner's father's name is \_\_\_\_\_;

(petitioner)

(First)

(Middle)

(Surname)

Petitioner's mother's maiden name is \_\_\_\_\_;

(petitioner)

(First)

(Middle)

(Surname)





II.

(4) That your Petitioner is the parent of the minor child herein, born on \_\_\_\_\_ at \_\_\_\_\_.

The name on the minor's birth certificate is \_\_\_\_\_.

III.

(5) That the non-custodial parent of the minor child is \_\_\_\_\_ who resides at \_\_\_\_\_; and who has signed notarized consent to change of name of the minor which consent is attached.

IV.

(6) That your Petitioner is now requesting that the name of the minor child be changed to \_\_\_\_\_.

(7) WHEREFORE, your Petitioner pray that an order be entered herein changing the name of the minor child from \_\_\_\_\_, to \_\_\_\_\_.

(8) Dated: \_\_\_\_\_ (City) (State)

(9) (Sign Name in Full) \_\_\_\_\_ (Print Name) \_\_\_\_\_  
Petitioner



**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:

<u>Married to</u>	<u>Date of Marriage</u>	<u>Place of Marriage</u>
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<u>Divorced From</u>	<u>Date of Divorce</u>	<u>Place of Divorce</u>
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6.      List the names, date and place of birth of all your living children:

<u>Name</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
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7.      What is the reason for legalizing this name change?  
\_\_\_\_\_

8.      I (**Minor Child**) was born in the State of Hawai'i, and wish to have the name on my birth certificate amended in the following way:

_____	_____	_____
First Name	Middle Name	Last Name

**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:

<u>Married to</u>	<u>Date of Marriage</u>	<u>Place of Marriage</u>
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<u>Divorced From</u>	<u>Date of Divorce</u>	<u>Place of Divorce</u>
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6.      List the names, date and place of birth of all your living children:

<u>Name</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
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7.      What is the reason for legalizing this name change?  
  
\_\_\_\_\_  
  
\_\_\_\_\_

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

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IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAI'I

In the Matter of the Petition )  
 )  
 of )  
 )  
 \_\_\_\_\_ )  
 (Petitioner) )  
 )  
 for and on behalf of )  
 )  
 \_\_\_\_\_ )  
 a minor, )  
 )  
 For Change of Name )  
 )  
 \_\_\_\_\_ )

NOTICE OF CHANGE OF NAME

Upon consideration of the Petition of \_\_\_\_\_ 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 Hawai'i, do hereby give public notice  
that the name of \_\_\_\_\_ shall be changed to \_\_\_\_\_  
\_\_\_\_\_ upon a single publication in the Honolulu Star-Advertiser, a newspaper of  
general circulation in the State of Hawai'i, published at Honolulu, Hawai'i.

DATED: Honolulu, Hawai'i \_\_\_\_\_

\_\_\_\_\_  
JOSHUA B. GREEN  
Lieutenant Governor of the State of Hawai'i



ORDER

The Notice of Change of Name of \_\_\_\_\_ having  
been published on \_\_\_\_\_ in a newspaper of general circulation in the State of Hawai'i,  
I, Joshua B. Green, Lieutenant Governor of the State of Hawai'i, by virtue of the authority vested in me  
by law and thereunto enabling, do hereby order that the name of \_\_\_\_\_  
be changed to \_\_\_\_\_ effective \_\_\_\_\_.

Dated: Honolulu, Hawai'i: \_\_\_\_\_

\_\_\_\_\_  
JOSHUA B. GREEN  
Lieutenant Governor of the State of Hawai'i

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

**CONSENT TO CHANGE OF NAME**

I, \_\_\_\_\_, whose parent  
(Petitioner) is \_\_\_\_\_  
presently residing at \_\_\_\_\_, do hereby consent to  
having my name changed from \_\_\_\_\_ to  
\_\_\_\_\_.

DATED: \_\_\_\_\_

(Sign Name in Full) \_\_\_\_\_  
(Print Name) \_\_\_\_\_  
Signature of Minor

\_\_\_\_\_  
Signature of Petitioner



