

MASON COUNTY CIRCUIT COURT CLERK

Michael D. Roat, Clerk

Eighth Judicial Circuit

Name Change Information, Procedures and Forms

A person who has resided in the State of Illinois for a minimum of 6 months may change their name or their children's name by filing the correct petition in the Office of the Circuit Clerk in the county they reside.

There are restrictions that may apply and they can be found by reading Chapter 735, Act 5, Section 21 of the Illinois Compiled Statutes (725ILCS 5/21). Many libraries have these Statutes. You will have to complete all the required forms. The Clerk's office can not help you or give you legal advice. We are prohibited by law from doing so.

You must complete the proper petition and have it filed and pay the filing fee of \$116.00 (cash or money order) in order to establish a case for the Court to consider. (Sample Petitions are included in this packet). Once that is done, a hearing date will be set by the Clerk. There must be a period of at least 7 weeks from the time of filing until the court date. This is to allow enough time for you to have your notice published in a newspaper with general circulation in the community where you reside. This notice must be published for 3 consecutive weeks, with the first publication at least 6 weeks before the hearing date. {A sample of the publication notice is included in this packet.)

On the day of your hearing, you may or may not be called to testify as to your petition for name change. If all requirements have been met, the Judge will sign the order (a sample is included in this packet) for name change. If you wish additional copies of any of the papers, please bring those with you. After the order is signed, the Clerk will file stamp the original order and place it in the file. You may then have any copies you have file stamped at that time.

You will need a certified copy of the Order to present to the entity you are dealing with. (i.e. driver's license facility, social security

administration, etc.) You will also need a certified copy if you are trying to obtain a corrected birth certificate.

If you are wanting a corrected birth certificate, you will need to send a certified copy of the Order, a letter stating the original name, date of birth, and place of birth plus a check for \$15.00 made payable to the Illinois Department of Public Health- Departmentt of Vital Records. Mail these items to the Illinois Department of Public Health, Division of Vital Records, 605 West Jefferson St, Springfield, IL 62702-5097.