

Changing Your Name in Wyoming: Overview of the Process for an Adult Name Change

This guide explains the steps you will take if you are an adult who wants to legally change your name in Wyoming.

Before You Start

Wyoming laws about name changes include a residency requirement. If you haven't lived in Wyoming for the last six months, even if you used to live in Wyoming, the name change won't be allowed.

If you're ready to start the process of asking a Court to legally change your name, keep reading to learn about the forms you might use and the steps you will take.

A Quick Look at the Process and Forms

Only the two forms with underlined names will be used by everyone. The other forms will be used in some cases, but not all.

Getting Started

- ☐ Petition and Affidavit for Change of Name of an Adult

Confidentiality for Victims of Abuse (These forms will only be used if you are a victim of domestic abuse.)

- ☐ Motion for Grant of Confidentiality
- ☐ Affidavit Supporting Motion for Grant of Confidentiality
- ☐ Order Regarding Confidentiality

Notice to the Public

- ☐ Notice by Publication

Final Steps

- ☐ Request to Set Hearing on Name Change
- ☐ Notice of Hearing
- ☐ Order on Name Change

Getting Started

Name of the Form:	Petition and Affidavit (form 6)
When is it used?	At the very beginning of the process.
Who uses it?	You.
What is it used for?	A Petition is used to ask a Court to do something. An Affidavit is used to tell the Court important facts about the situation. The Petition and Affidavit can be two separate documents, but the Wyoming Judicial Branch forms use a combined <u>Petition and Affidavit</u> . This will be the first form you complete and file to start the name change process.
Read the <u>Instructions for Petition and Affidavit for Change of Name of an Adult</u> for help with this form.	

Confidentiality for Victims of Abuse

Name of the Form:	Motion for Grant of Confidentiality (form 7)
When is it used?	Early in the process.
Who uses it?	You.
What is it used for?	If you have been a victim of abuse, the Court might need to issue an Order to keep your address and phone number confidential (which means the public won't be able to see that information). You can file this form to tell the Court about your situation.
Other important information:	Wyoming law allows your information to be kept confidential in a name change case for two reasons. These reasons are both about domestic abuse and possible danger to you. Read the instructions and form carefully if you think you might need this protection.
Read the <u>Instructions for Confidentiality Forms</u> for help with this form.	

Name of the Form:	Affidavit Supporting Motion for Grant of Confidentiality (form 8)
When is it used?	Early in the process.
Who uses it?	You.
What is it used for?	If you are filing a Motion for Grant of Confidentiality (discussed above), you might need to also file an Affidavit Supporting the Motion. This Affidavit is how you tell the Judge details about the abuse that happened and why you think more abuse may happen.

Other important information:	You can use this form if you have been a victim of domestic abuse but you do <u>not</u> have a current order of protection (also called a protective order or restraining order). This Affidavit can be used if you never had an order of protection or if you used to have one but that order has expired. You do <u>not</u> need to use this form if you have a current order of protection that has not expired.
Read the <u>Instructions for Confidentiality Forms</u> for help with this form.	

Name of the Form:	Order Regarding Confidentiality (form 9)
When is it used?	Early in the Process.
Who uses it?	The Judge.
What is it used for?	This is how the Court will tell you whether confidentiality has been granted (approved) for the name change case.
Other important information:	If you are granted confidentiality for this case, you will not need to give Notice by Publication to the public. If confidentiality has been granted, do not write your address or phone number on any documents for this case.
Read the <u>Instructions for Confidentiality Forms</u> for help with this form.	

Notice to the Public

Name of the Form:	Notice by Publication (form 10)
When is it used?	Early in the process.
Who uses it?	You.
What is it used for?	In adult name change cases, there is a requirement to let the public know that someone has requested a new name. The Notice by Publication has to be printed in a local newspaper. Anyone who reads the paper will be able to see your current name and the new name you're asking for. This law helps prevent people from changing their names for reasons that aren't allowed (for example, to avoid paying money they owe).
Other important information:	If you have been granted confidentiality in this case, you will skip the publication step. If you have <u>not</u> been granted confidentiality, you must give notice to the public in a local newspaper.
Read the <u>Instructions for Notice to the Public</u> for help with this form.	

Final Steps

Name of the Form:	Request to Set Hearing on Name Change (form 11)
When is it used?	Usually near the end of the process.
Who uses it?	You.
What is it used for?	This form is used to tell the Court that this case is ready for a hearing. A hearing is a kind of meeting with the Judge.
Other important information:	If someone filed an objection to your Petition and Affidavit (this person is called a Respondent), you will need to schedule a hearing. The Judge may require a hearing even if no objection was filed. But Judges do not always hold hearings in name change cases. If you're not sure whether your case needs a hearing, you should file this form. The Judge will schedule a hearing if it's needed.
Read the Instructions for the Final Steps for help with this form.	

Name of the Form:	Notice of Hearing (form 12)
When is it used?	Usually near the end of the process.
Who uses it?	The Judge.
What is it used for?	This form is how the Court will tell you and any Respondents who became involved in the case about a hearing.
Other important information:	The Court may issue a Notice of Hearing after you <u>or</u> a Respondent requests a hearing. There might be a specific issue that the Judge wants to learn more about before making a decision. If the Court sends you a Notice of Hearing, read it carefully and make sure you understand the information.
Read the Instructions for the Final Steps for help with this form.	

Name of the Form:	Order on Name Change (form 13)
When is it used?	At the end of the process.
Who uses it?	The Judge.
What is it used for?	This form is how the Court will officially grant or deny the name change.
Other important information:	When you receive this Order, read it carefully. If the change was granted, the Order will show your new legal name. If you were born in Wyoming, the Order will also have information about requesting a new birth certificate. It will be important to keep copies of the Order because that will be proof of your legal name. Talk to the Clerk of Court about getting <u>certified</u> copies of the Order.
Read the Instructions for the Final Steps for help with this form.	

After a Name Change is Granted

If you receive an Order granting (approving) your name change, it is your responsibility to tell others about your new name. Below is a list of recommended steps.

Important Note: You may be required to submit (mail or turn in) a certified copy of the Order on Name Change when you notify people and places about your new name. The Clerk of Court can make certified copies for you. There may be a fee.

Recommended Steps:

1. Get new government-issued identification documents.

After you change your name, it is important that you get new identification cards. Each organization will have its own process for updating records. It's a good idea to start by updating your Social Security card and your driver's license or State I.D. card. When you have those cards with your new name on them, you can use those cards and the certified copies of your Order on Name Change to ask other businesses, agencies, and entities to update your name in their files.

To update your identification documents, you may need to call or visit:

- Social Security Administration (Social Security Card)
- Wyoming Department of Transportation (driver's license or State I.D. card)
- Wyoming Secretary of State (voter registration)
- U.S. State Department (passports)

2. Notify other agencies and organizations, such as:

- Employers.
- Schools.
- Insurance companies.
- Doctor, dentist, pharmacist.
- Banks and other financial institutions.
- Utility companies (telephone, cable, gas, electric, etc.).
- State and federal tax authorities.
- Social services or benefit programs.

3. Update important papers.

You should also think about important papers that have your name on them. For example, titles to motor vehicles or real estate, your will, health care directives, or power of attorney

forms. You may want to update those documents with your new name to avoid any confusion in the future.

4. Encourage your loved ones to update their important papers.

If you are listed by name in other people's wills, insurance policies, or other important papers, it's a good idea to encourage your family and friends to update those documents with your new name.

Changing Your Birth Certificate

You are not required to change your birth certificate. But, if you were born in Wyoming, you will have the option to request a birth certificate with your new name.

- When you fill out the Petition and Affidavit: Pay careful attention to the choices you have for a birth certificate.
- When you get a signed Order: Read it carefully to find out what the Judge decided.
- If you want to request a changed birth certificate: Use the Vital Statistics Form and follow its instructions. The form is available on the Wyoming Judicial Branch website forms page and on the Wyoming Department of Health website.

The Court can order a birth certificate to be changed but only Vital Statistics Services can issue a birth certificate.