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 Petition and Affidavit. This will be the first form you complete and file to start the name change process.
Read the Instructions for Petition and Affidavit for Change of Name of an Adult 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 Instructions for Confidentiality Forms 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 not 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 not need to use this form if you have a current order of protection that has not expired.
Read the Instructions for Confidentiality Forms 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 Instructions for Confidentiality Forms 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 not been granted confidentiality, you must give notice to the public in a local newspaper.
Read the Instructions for Notice to the Public 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 or 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 certified 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.

INSTRUCTIONS FOR
PETITION AND AFFIDAVIT FOR CHANGE OF NAME OF AN ADULT IN WYOMING

Read these instructions carefully.

In Wyoming, a person's name can be legally changed if a Court approves the change. In some situations, the process of getting a name change is very simple, but in other cases it can be complicated. It also might be expensive.

You can learn more about the process and the forms that are involved by reading the Overview of the Process, which is available on the Wyoming Judicial Branch website's Self-Help Forms page at https://www.wyocourts.gov/self-help-forms/.

The first step in the legal process of changing your name is filling out the Petition and Affidavit for Change of Name of an Adult. These instructions can help you fill out that form.

Before You Get Started

It's important to know that a person under the age of 18 (a minor child) must use a different process and different forms to ask a court for a name change. The Wyoming Judicial Branch website's Self-Help Forms page has forms and instructions for Change of Name of a Minor.

If you are an adult and you want to change your own name, keep reading to learn how to get started.

Where Do You Start

Wyoming law has a residency requirement for name change cases. You are required to have lived in Wyoming for at least six months immediately before you file your case. If you haven't lived in Wyoming for at least six months, you can't start your name change case yet, even if you used to live here.

You will start this process by filing the Petition and Affidavit with the Clerk of District Court in the county where you live. (It's okay if you haven't been in that county for six months. If it's the county you live in now, it's the right place to file your case.)

The top of the page on the Petition and Affidavit.

The top of the page has blanks for the name of the county that the Court is in (for example, County of Big Horn) and the number of the judicial district (for example, Fifth Judicial District). When you file the Petition and Affidavit, the Clerk of District Court can give you this information.

The next blank is for your name. Write your current full legal name on the line labelled Petitioner.

The next blank is for the Case Number. When you file the Petition and Affidavit, the Clerk of Court will give you the case number. (The Case Number might contain letters.)

Next you will see the title of the document. It's written between the two long bars on the page. The title tells the Court that you are starting a name change case.

Section 1.

This section is your statement that you are the Petitioner (the person who is asking for permission) and that you are an adult.

Section 2.

In this section, you will write where you were born.
Fill this section in completely. If you were born in a state that uses Parishes or Townships instead of counties, you can write that information on the line for County. If you were born in a country that doesn't have states or counties, you can write "does not apply" on those lines.

Section 3.

In this section, write your current full legal name.

Section 4.

This section starts with your statement about why you are starting a name change case. On the blank line, write the full name you want to have.

Important Note: If you fill in this form by hand, make sure you write very clearly. If there are any punctuation marks in the name, make sure those are also very clear. For

example, O'Conner or Diaz-Smith.

Section 5.

In this section, you will tell the Court why you want to change your name. On the blank lines, write the honest and clear reason you want to change your name.

Section 6.

This section is a statement telling the Court that no one will be harmed by you having a new name. It's important for the Court to know this because the Judge cannot approve the name change if it will harm someone.
Do not change anything in this section.

Section 7.

Read the choices here carefully. They are about the name that is on your birth certificate now. Mark the checkbox for the correct statement.

Section 8.

If you were born in Wyoming, mark the first checkbox. Then read the information in the gray box and move to Section 9.
If you were not born in Wyoming, mark the second checkbox. Then move to Section 10.

Section 9.

If you were born in Wyoming, read the three options in this section carefully. Choose the option that is right for you. Only mark one checkbox in this section. If you choose the third option, write the reasons on the blank lines.

Section 10.

If you were not born in Wyoming, read this section carefully. Mark the checkbox to tell the Court you understand the information that is written in this section.

Section 11.

If you are a victim of domestic abuse and you want to have confidentiality in this case, mark the first checkbox and carefully read the instructions there.

If you are not a victim of domestic abuse or you don't plan to request confidentiality in this case, mark the second checkbox. Then write your complete home address on the blank lines.

Section 12.

In this section, write the name of the county where you live. Then fill in the blanks for the length of time (in years and months) that you have lived in that county.

Section 13.

Write the length of time (in years and months) that you have lived in Wyoming.

If you moved away from Wyoming and then moved back, only count your most recent time in Wyoming.

Wyoming law requires you to have lived in Wyoming for at least six months immediately before starting the name change case. This is called a residency requirement. The second part of this section is how you tell the Court that you understand that rule.

Gray Box: Information About Notice by Publication.

Read the information in the gray box very carefully. Notice by Publication is required in most name change cases.

Section 14.

The two situations described in the gray box will help you understand your options in this section. Mark the checkbox for the option that fits this case.

The Signature Section.

Do not sign this form until you are in front of the Clerk of Court or a Notary. The Clerk or Notary must witness you signing the form.

By signing the form, you are telling the Court that everything you wrote on the form is true. If the information is not true, you might be criminally charged with perjury. Perjury is a felony punishable by imprisonment or a fine or both.
Review your answers carefully before you sign the Petition and Affidavit.

On the line labelled DATED, write the date you are signing the form.

Sign your name on the signature line.

Print your current name neatly. Write in your email address. If it is safe to do so, write your phone number and your mailing address. The Court will use this information to contact you and keep you aware of what is happening in the case.

The Clerk or Notary will fill out the bottom of the page.

Filing the Petition and Affidavit.

You must file the Petition and Affidavit with the Clerk of District Court.

It's a good idea to take extra copies of the Petition and Affidavit with you. One will be a copy that you keep. If you do not take copies with you, the Clerk can make copies. Important Note: The Clerk's Office will charge you for copies. Expect to pay at least $1.00 per page.

Other Forms.

When you go the Clerk's Office to file the Petition and Affidavit, it might make sense for you to take other forms too. Read the Overview of the Process to figure out which forms you will need for your next steps. You can find the Overview, forms, and instructions on the Wyoming Judicial Branch website's forms page.

Important Things You Need to Know

What happens after I file my Petition and Affidavit?

You will probably need to file other forms to keep this case moving. Read the Overview of the Process to figure out which forms you will need for your next steps. You can find the Overview, forms, and instructions on the Wyoming Judicial Branch website's forms page.

What is a Notary and where can I find one?

A Notary Public (usually just called "a notary") is a person who has a license to witness people signing legal papers and to confirm that the signatures are authentic (which means the signatures are real and were done on purpose). **A notary will probably require you to show your driver's license or some kind of photo ID to prove that you are really you.**

Some notaries charge for their services, but it is usually easy to find a notary who will

witness your signature and sign your paper for free. If you have an account at a local bank, you can probably get free notary services at that bank. Most libraries also offer free notary services.

Who can help me with these forms?

It is important for you to know that Court Clerks are not allowed to help you fill out these forms.

Here are some free resources that can help people with limited income and limited assets:

- Legal Aid of Wyoming Hotline. This Hotline gives you an opportunity to talk with a lawyer. 1-877-432-9955.
- Wyoming Free Legal Answers. This website gives you a chance to privately ask questions about your situation and then receive answers from a lawyer. https://wyoming.freelegalanswers.org/
- Volunteer Reference Attorney Program. This program lets you have a short informational meeting with a lawyer. You can learn about the locations and dates by checking the calendar on the Wyoming Judicial Branch website at https://www.wyocourts.gov/find-legal-services/

If you do not qualify for the free services above, you can contact the Wyoming State Bar at 307-432-2107 for referral to Wyoming lawyers. (Those lawyers charge for their services.)

Where can I read the Wyoming laws about name change cases?

These laws are found in Wyoming Statutes Title 1, Chapter 25.

You can read them online by visiting the Wyoming Legislative Service Office website (https://wyoleg.gov/) or you can look at statute books at your local library.

INSTRUCTIONS FOR
CONFIDENTIALITY FORMS FOR CHANGE OF NAME OF AN ADULT
IN WYOMING

Before You Get Started

These instructions will explain three forms that might be used in your name change case. These forms are only for cases where you are a victim of domestic abuse.

At the end of these instructions, there is a list of resources that you can use if you have questions about the name change process and confidentiality.
There is also a list of resources that you can contact if you need help handling or escaping an abusive situation.

Confidentiality Forms for Victims of Abuse

Motion for Grant of Confidentiality:
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 the Motion to tell the Court about your situation.

Affidavit Supporting the Motion for Grant of Confidentiality:
If you are filing a Motion for Grant of Confidentiality, you might need to also file an Affidavit Supporting the Motion. This Affidavit is where you can tell the Judge details about the abuse that happened to you and why you think more abuse may happen.
The Affidavit Supporting the Motion is meant to be used if you have been a victim of domestic abuse but you do not have an 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.

Order Regarding Confidentiality:
This is how the Court will tell you whether confidentiality has been granted (allowed) for the name change case.

Motion for Grant of Confidentiality

Fill out the top of the form with the same information you wrote at the top of the Petition. (If you don't have the case number yet, remember to write that in after the Clerk gives the

case a number.)

Read Sections 1 through 4 carefully. Make sure you understand the statements, and make sure they are true for this case. Do not change what is written in those sections.

In Section 5, check the correct box. If you have a current order of protection, fill in the blanks with the required information.

The box in Section 6 must be checked. It is important that you attach the order of protection or other documents that will help the Judge understand the danger that you are in.

It's a good idea to submit a blank Order Regarding Confidentiality when you file the Motion. If you plan to do that, check the box in Section 7.

In the Signature Section, on the line labelled DATED, write the date you are signing the form. Sign your name on the signature line.
Print your name neatly. Write in your email address.

Affidavit Supporting Motion for Grant of Confidentiality

If you have a current order of protection, you do not need to file this Affidavit.
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.

Fill out the top of the form with the same information you wrote at the top of the Motion. (If you don't have the case number yet, remember to write that in after the Clerk gives the case a number.)

Read Sections 1 through 3 carefully. Make sure you understand the statements, and make sure they are true for this case. Do not change what is written in those sections.

In Section 4, write about the abuse that happened to you. Explain why you think it might happen again if other people find out where you live. Make sure you write enough details for the Judge to understand the situation.

After you fill out the Affidavit, you need to get it notarized. Do not sign this form until you are in front of the Clerk of Court or a Notary. The Clerk or Notary must witness you signing the form.

By signing the form, you are telling the Court that everything on the form is true. If the information is not true, you might be criminally charged with perjury. Perjury is a felony punishable by imprisonment or a fine or both.
Review your answers carefully before you sign the Affidavit.

On the line labelled DATED, write the date you are signing the form. Sign your name on the signature line. Print your name neatly. Write in your email address.
The Clerk or Notary will fill out the last part of the signature section.

Order Regarding Confidentiality

Fill out the top of the form with the same information you wrote at the top of the Motion. (If you don't have the case number yet, remember to write that in after the Clerk gives the case a number.)

Do not write anything else on this form. When you file the Motion (and the Affidavit if you are using one), you will also give the Clerk this Order. Giving the Clerk a blank Order makes it easier for the Court to let you know whether confidentiality is granted (allowed) or denied (not allowed) in this case.

Important Things You Need to Know

What is a Notary and where can I find one?
A Notary Public (usually just called "a notary") is a person who has a license to witness people signing legal papers and to confirm that the signatures are authentic (which means the signatures are real and were done on purpose). **A notary will probably require you to show your driver's license or some kind of photo ID to prove that you are really you.**
Some notaries charge for their services, but it is usually easy to find a notary who will witness your signature and sign your paper for free. If you have an account at a local bank, you can probably get free notary services at that bank. Most libraries also offer free notary services.

Who can help me with these forms?
It is important for you to know that Court Clerks are not allowed to help you fill out these forms.

Here are some free resources that can help people with limited income and limited assets:

- Legal Aid of Wyoming Hotline. This Hotline gives you an opportunity to talk with a lawyer. 1-877-432-9955.
- Wyoming Free Legal Answers. This website gives you a chance to privately ask questions about your situation and then receive answers from a lawyer. https://wyoming.freelegalanswers.org/
- Volunteer Reference Attorney Program. This program lets you have a short informational meeting with a lawyer. You can learn about the locations and dates by checking the calendar on the Wyoming Judicial Branch website at https://www.wyocourts.gov/find-legal-services/

If you do not qualify for the free services above, you can contact the Wyoming State Bar at 307-432-2107 for referral to Wyoming lawyers. (Those lawyers charge for their services.)

Where can I read the Wyoming laws about name change cases?

These laws are found in Wyoming Statutes Title 1, Chapter 25.
You can read them online by visiting the Wyoming Legislative Service Office website (https://wyoleg.gov/) or you can look at statute books at your local library.

Where can I get help developing a safety plan or asking for a protection order?

You can call:

- Wyoming Coalition Against Domestic Violence and Sexual Assault at 307-755-0992. You can also visit their website at https://www.wyomingdvsa.org/.
- Wyoming Division of Victim's Services at 888-996-8816.
- National Domestic Violence Hotline at 800-799-SAFE. Multi-lingual advocates are available. TTY is available at 800-787-3224.

Advocates are trained to help you decide what actions may help keep you and your loved ones safe.
Find your local domestic violence program at https://www.wyomingdvsa.org/programs.
Learn more about safety planning at https://www.thehotline.org/plan-for-safety/.
Find forms for requesting protection orders at https://www.wyocourts.gov/self-help-forms/

INSTRUCTIONS FOR
NOTICE TO THE PUBLIC FOR CHANGE OF NAME OF AN ADULT
IN WYOMING

Before You Get Started

These instructions will explain the form for telling people in general (even people you don't know) about the name change you're asking for. This is called "giving notice to the public," and it's required in most name change cases.

If you filed a Motion for Grant of Confidentiality, you will need to wait until the Court issues an Order to find out whether confidentiality has been granted. If you have been granted confidentiality in this case, you do not need to use the form explained in these instructions.

If you do not have confidentiality, you will need to do Notice by Publication. These instructions can help.

At the end of these instructions, there is a list of resources that you can use if you have questions about the name change process and publishing notice to the public.

Notice by Publication:
The Notice by Publication form 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 is one way that Wyoming laws try to prevent name changes from happening for bad reasons (for example, to cheat a creditor).

How to Fill Out the Notice by Publication

There are a couple important things to know about giving Notice by Publication:

- It takes time. The notice must be published once a week for four weeks and, after that, you must wait 30 days to see if anyone responds.
- You will pay the newspaper to publish the Notice.

Process for Notice by Publication:

- Fill out the Notice by Publication. Do not sign or date it. The Clerk will do that.
- File the Notice with the Clerk of District Court. The Clerk will make copies of the signed Notice. (There will probably be a fee for the copies.)

- The Clerk will give you a filed Notice by Publication. You must make arrangements with a local newspaper to publish the Notice. Publishing notices is a regular part of what newspapers do so they will already have a process in place. Follow their instructions to provide them with the filed Notice by Publication and to pay their fees.
    - The newspaper you use must publish at least once per week, and they must publish in the county where you filed the Petition. If there is no newspaper published in that county, you must use a newspaper that is published in Wyoming and that is usually sold and read in that county. Your Notice must be published once per week for four consecutive weeks (four weeks in a row).
- After the Notice is published the last time (Week 4), the newspaper will send you an Affidavit of Publisher. This is the newspaper's own form. It will probably have a copy of the Notice attached to it. The Affidavit of Publisher documents the newspaper's role in publishing the Notice, and it shows which dates the Notice was published in the newspaper.
- File the Affidavit of Publisher with the Clerk of Court.
- Wait until 30 days have passed since the last publication. After 30 days have passed, you can move on to the Final Steps. Read the Overview of the Process to learn more.

Important Things You Need to Know

What is a Notary and where can I find one?

A Notary Public (usually just called "a notary") is a person who has a license to witness people signing legal papers and to confirm that the signatures are authentic (which means the signatures are real and were done on purpose). **A notary will probably require you to show your driver's license or some kind of photo ID to prove that you are really you.**

Some notaries charge for their services, but it is usually easy to find a notary who will witness your signature and sign your paper for free. If you have an account at a local bank, you can probably get free notary services at that bank. Most libraries also offer free notary services.

Who can help me with these forms?

It is important for you to know that Court Clerks are not allowed to help you fill out these

forms.

Here are some free resources that can help people with limited income and limited assets:

- Legal Aid of Wyoming Hotline. This Hotline gives you an opportunity to talk with a lawyer. 1-877-432-9955.
- Wyoming Free Legal Answers. This website gives you a chance to privately ask questions about your situation and then receive answers from a lawyer. https://wyoming.freelegalanswers.org/
- Volunteer Reference Attorney Program. This program lets you have a short informational meeting with a lawyer. You can learn about the locations and dates by checking the calendar on the Wyoming Judicial Branch website at https://www.wyocourts.gov/find-legal-services/

If you do not qualify for the free services above, you can contact the Wyoming State Bar at 307-432-2107 for referral to Wyoming lawyers. (Those lawyers charge for their services.)

Where can I read the Wyoming laws about name change cases?

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INSTRUCTIONS FOR
THE FINAL STEPS FOR CHANGE OF NAME OF ADULT
IN WYOMING

Before You Get Started

These instructions explain three forms:

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

A hearing is a meeting with a Judge. If someone (called a Respondent) filed a response to your Petition, the Court might invite that person to take part in the hearing.

If you have completed all the other steps in this name change process, you can use these forms to tell the Court that you believe the case is ready to be finalized (wrapped up).

Important Notes:

In some situations, a Respondent might choose to request a hearing. That is also allowed.

In some situations, the Court might require a hearing even though no one requested one.

Because those situations aren't very common, these Instructions will focus on you (the Petitioner) requesting a hearing after completing all the other necessary steps. But it is important to remember that you should not ignore an Order Setting Hearing, no matter where you are in the process and no matter who requested the hearing.

How to Fill Out the Request to Set Hearing on Name Change

Top of the page.

Fill this out the same way you did on other forms in this case.

Section 1.

This is a statement to tell the Court who is making the Request.

Section 2.

Fill in the date when the Petition and Affidavit was filed. The date will be stamped at the top of the Petition.

Gray Box: Information about Court Reporters

Read the information in this box carefully. Think about your situation and consider which choice will be the right one for you.

Section 3.

Read your two choices carefully. Check the box for the choice that is right in this situation.

The Signature Section.

On the line labelled DATED, write the date you are signing the form. Sign your name on the signature line.
Print your current name neatly. Write in your email address. If it is appropriate in this case, write your phone number and your mailing address.

Certificate of Service

This Request does not need to be served formally (with a process server and affidavit). But **if** someone filed a response in this case, you need to give them a copy of this document. Fill in the accurate information for where and how the document was served. Remember to sign and date the Certificate of Service.

Filing the Request to Set Hearing.

File the Request at the Clerk's Office. You will also give the Clerk a Notice of Hearing (with the top part, above the title, filled out).

It's a good idea to also give the Clerk an Order on Name Change (with the top part, above the title, filled out). The Judge can use this form after the hearing, or the Judge might choose to issue the Order on Name Change without holding a hearing.

If the Court sends you a Notice of Hearing (or an Order Setting Hearing):

Read the Notice carefully. It will tell you when and where the hearing will take place. You are expected to take part in it.

If the Court sends you an Order on Name Change:

Read the Order carefully. It will tell you what decision the Court made about the new name.

If the name change was granted, it is very important to get certified copies of the Order. The Clerk can make these special copies for you. There may be a fee.
You should keep the certified copies in a safe place.

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.

Important Things You Need to Know

How do I change my Wyoming birth certificate?

Read the Order on Name Change carefully to find out what the Judge decided about the birth certificate.

If you want to request a changed birth certificate, you will 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. You can do this now or later; there is not a time limit.

Remember that the Court does **not** issue the birth certificate.

How do I change my birth certificate if I wasn't born in Wyoming?

Someone in the state or country where you were born could answer this question. You might choose to contact a lawyer or the record keepers (such as the department of health) in that state or country for help with this issue.

Who can help me with these forms?

It is important for you to know that Court Clerks are not allowed to help you fill out these forms.

Here are some free resources that can help people with limited income and limited

assets:

- Legal Aid of Wyoming Hotline. This Hotline gives you an opportunity to talk with a lawyer. 1-877-432-9955.
- Wyoming Free Legal Answers. This website gives you a chance to privately ask questions about your situation and then receive answers from a lawyer. https://wyoming.freelegalanswers.org/
- Volunteer Reference Attorney Program. This program lets you have a short informational meeting with a lawyer. You can learn about the locations and dates by checking the calendar on the Wyoming Judicial Branch website at https://www.wyocourts.gov/find-legal-services/

If you do not qualify for the free services above, you can contact the Wyoming State Bar at 307-432-2107 for referral to Wyoming lawyers. (Those lawyers charge for their services.)

Where can I read the Wyoming laws about name change cases?

These laws are found in Wyoming Statutes Title 1, Chapter 25.

You can read them online by visiting the Wyoming Legislative Service Office website (https://wyoleg.gov/) or you can look at statute books at your local library.

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)
_____)
Petitioner)
(current full name of adult asking for change)

Case Number_____

PETITION AND AFFIDAVIT FOR CHANGE OF NAME OF AN ADULT

Information About Me and My Name

1. I am the Petitioner in this case. I am an adult (18 years old or older).
2. I was born in
   City: _____
   County: _____
   State: _____
   Country: _____
3. My full legal name now is _____.
4. I want to legally change my name.
   I want my full name to be _____.
5. I want to change my name because _____
   _____
6. Under oath, I tell the Court that this name change is proper and would not be detrimental (harmful) to anyone.

Information About My Birth Certificate

7. ☐ The name listed in Section 3 is also the name on my birth certificate.
   ☐ The name on my birth certificate is different. The name on my birth certificate is _____.
   ☐ I don't know what name is listed on my birth certificate.
8. ☐ I was born in Wyoming. I will answer Section 9 and skip Section 10.
   ☐ I was not born in Wyoming. I will skip Section 9 and mark Section 10.

If you have your name legally changed, you are **not** required to get your birth certificate changed. Some people do not want their birth certificate to change, and other people do.

Changing your name at the Court does not automatically change your name on your birth certificate. If you decide, now or in the future, that you want a birth certificate with your new name, you will need to contact Vital Statistics Services and complete their process for making the request. As part of the process, you will need to give Vital Statistics Services a certified copy of the Court Order that legally changes your name.

Vital Statistics Services can change a birth certificate in two different ways.
If you were born in Wyoming, please read the options in Section 9 and choose the option that is correct for you.

9. ☐ If this name change is granted, my new name will match what is currently on my Wyoming birth certificate.

   OR

   ☐ I understand that I'm not required to change my birth certificate. But, if I choose to change it, I want my Wyoming birth certificate to be amended. I understand that both my old name and my new name will be listed on the amended birth certificate.

   OR

   ☐ I understand that I'm not required to change my birth certificate. But, if I choose to change it, I want my Wyoming birth certificate to be reissued so that my old name will not be on my birth certificate. This is important to me because _____
   _____
   _____

10. ☐ I understand that a Wyoming Judge cannot order changes to my birth certificate because I was born outside of Wyoming. I will need to contact the state or country where I was born if I want to learn about changing my birth certificate.

Information About Residence

11. ☐ I am a victim of domestic abuse, and I will file a Motion for Grant of Confidentiality. I understand that I should not write my address on this form. Instead, I will write my address on a separate paper and give it to the Clerk of Court in an envelope marked "Confidential."

OR

☐ My home address is _____, _____, Wyoming.

12. I live in _____ County, Wyoming. I have lived in this county for _____ years and _____ months.
13. I have lived in Wyoming for _____ years and _____ months.
    I understand that if I have not lived in Wyoming for the past six months or more, I am not allowed to legally change my name in Wyoming.

Information About Notice by Publication

The process for legally changing a name includes giving information about the case to the public. It's done by printing the required information in a newspaper. This is called Notice by Publication. There are special rules that must be followed in order to do Notice by Publication correctly. You can learn about those rules by reading the Instructions for Notice to the Public.

Here are a few important things to know:

- Notice by Publication takes at least four weeks to complete.
- You have to pay the newspaper to print your information.
- The published information will include your current name and the new name you want.
- After the four weeks of publication are over, you will need to file proof of the publication.

In Wyoming, the name change process generally requires Notice by Publication. However, the Court can waive (skip) this requirement in certain cases.

Domestic Violence and an Order of Protection: If you are a victim of domestic violence and you have an Order of Protection, you can share this information with the Court and get confidentiality for the name change case. When confidentiality is granted, information about where you live will be kept private and won't be shared, and Notice by Publication will not be required. To learn more about this, read the Instructions for Confidentiality Forms.

Domestic Violence but no Order of Protection: If you are a victim of domestic violence and you believe more domestic violence may happen, but you don't have an Order of Protection, you can ask the Court to grant confidentiality for the name change case. If confidentiality is granted, information about where you live will be kept private and won't be shared, and Notice by Publication will not be required. To learn more about this, read the Instructions for Confidentiality Forms.

14. ☐ I understand that Notice by Publication is required in name change cases, and I plan to complete the publication process.

OR

☐ I understand that Notice by Publication is required in name change cases, but I plan to ask the Court to grant me confidentiality in this case.

Dated: _____, 20___

Signature:_____
Printed Current Name: _____
Email Address: _____

If you asked or will ask the Court to keep your contact information Confidential in this case, do <u>not</u> write your phone number or mailing address on this form. You must give your address and phone number to the Clerk in an envelope marked "Confidential."

Phone Number: _____
Mailing Address: _____
_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____day of _____, 20___.
Witness my hand and official seal.

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

STATE OF WYOMING	)	IN THE DISTRICT COURT
	) ss	
COUNTY OF _____	)	_____ JUDICIAL DISTRICT

IN THE MATTER of the	)	Case Number_____
CHANGE OF NAME OF	)	
_____	)	
Petitioner	)	
(current full name of adult asking for change)		

MOTION FOR GRANT OF CONFIDENTIALITY

1. I am the Petitioner in this case.
2. I am making this request in accordance with Wyoming Statutes 1-25-101 and 1-25-103 and 35-21-112.
3. I am a victim of domestic abuse.
4. For this name change case, I ask the Court to issue an order prohibiting the release of any information that identifies where I live, including the address, city, and state where I live.

5. ☐ I have been granted an Order of Protection (restraining order, protective order) in the state of _____. The Order I was granted is in effect until _____ _____, 20___.

   OR

   ☐ I do not have an Order of Protection, but I am a victim of domestic abuse and more abuse may happen if information about where I live is made public.

6. ☒ I have attached a copy of the Order of Protection or other documents that support my statement. (Other documents might include police reports, a sworn affidavit describing the abuse, or medical records showing treatment for injuries caused by the abuse.)

7. I respectfully ask the Court to issue an order granting confidentiality in this case.

Dated: _____, 20__. Signature: _____

Printed Current Name: _____

Email Address: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)
_____)
Petitioner)
(current full name of adult asking for change)

Case Number_____

RESTRICTED: NOTICE OF FILING CONFIDENTIAL ORDER

I am submitting the attached Order of Protection with my Motion for Grant of Confidentiality.

Dated: _____, 20__

Signature: _____
Printed Current Name:_____
Email Address: _____

STATE OF WYOMING	)	IN THE DISTRICT COURT
	) ss	
COUNTY OF _____	)	_____ JUDICIAL DISTRICT

IN THE MATTER of the	)	Case Number_____
CHANGE OF NAME OF	)	
_____	)	
Petitioner	)	
(current full name of adult asking for change)		

RESTRICTED: AFFIDAVIT SUPPORTING MOTION FOR GRANT OF CONFIDENTIALITY

---

1. I am the Petitioner in this case.
2. I am an adult (18 years old or older).
3. I am a victim of domestic abuse. I believe that more acts of domestic abuse will be committed against me if information about where I live is made public.

[This space is intentionally left blank.
The form continues on the next page.]

4. This is information about the abuse that has happened and why I think it may happen again:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

I swear under penalty of perjury that the information I have provided on this form is true and correct to the best of my knowledge.

Dated: _____, 20____. Signature: _____
Printed Current Name:_____
Email Address: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____day of _____, 20___.
Witness my hand and official seal.

_____
CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)
_____)
Petitioner)
(current full name of adult asking for change)

Case Number_____

ORDER REGARDING CONFIDENTIALITY

This matter having come before the Court on Petitioner's Motion for Grant of Confidentiality, and the Court having reviewed the Motion and being otherwise fully advised, the Court makes the following findings:

☐ The Petitioner has been granted an order of protection under Wyoming's Domestic Violence Protection Act (W.S. 35-21-101 through 35-21-112) or under a similar act in another U.S. state or territory, and the order of protection remains in effect; or

☐ The Court finds by a preponderance of the evidence that the Petitioner is a victim of domestic abuse and that the Petitioner may be subject to additional acts of domestic abuse if confidentiality is not maintained; or

☐ Other: _____

_____

_____

_____

_____

Therefore:

☐ The Motion is GRANTED. The release of information about the Petitioner's residence is prohibited (not allowed).

☐ The Motion is DENIED. The release of information about the Petitioner's residence is permitted (allowed).

☐ Other: _____

_____

SO ORDERED this _____ day of _____, 20_____.

_____

DISTRICT COURT JUDGE

STATE OF WYOMING	)	IN THE DISTRICT COURT
	) ss	
COUNTY OF _____	)	_____ JUDICIAL DISTRICT

IN THE MATTER of the	)	Case Number_____
CHANGE OF NAME OF	)	
_____	)	
Petitioner	)	
(current full name of adult asking for change)		

NOTICE BY PUBLICATION OF
PETITION FOR CHANGE OF NAME OF AN ADULT

Notice is hereby given that a Petition for Change of Name of an Adult, Case Number _____, has been filed in the _____ Judicial District of Wyoming District Court by a Petitioner whose current full name is _____. The address of the District Court is _____, Wyoming.

The object and prayer of the Petition is to change the Petitioner's full name to _____.

Any objection to this action must be filed with the District Court within 30 days following the final date of publication of this notice. If no objection is timely filed, an Order granting the name change may be issued without further notice.

DATED _____, 20___.

_____
CLERK or DEPUTY CLERK of District Court

NEWSPAPER: Publish this Notice once per week for four consecutive weeks.

STATE OF WYOMING	)	IN THE DISTRICT COURT
	) ss	
COUNTY OF _____	)	_____ JUDICIAL DISTRICT

IN THE MATTER of the	)	Case Number_____
CHANGE OF NAME OF	)	
_____	)	
Petitioner	)	
(current full name of adult asking for change)		

REQUEST TO SET HEARING ON NAME CHANGE

1. I am the Petitioner in this case.
2. I respectfully request that a hearing be set to address my Affidavit and Petition for Change of Name of an Adult, which was filed on _____, 20___.

Important Information about Court Reporters

A court reporter is a person who makes a transcript (official written record) of everything that is said during a trial or hearing. If you know that you want (or think you might want) a transcript of your hearing, **you** must arrange for the court reporter to be there.

You must contact the court reporter **at least three working-days before** your hearing to make these arrangements. (You can learn more by reading Rule 904 of the Wyoming Uniform Rules for District Court.)

Case Number _____

Do You Need a Reporter?

There may be many reasons to choose to have a court reporter at your hearing. One important thing to consider is that it's very difficult to appeal a judge's decision if you do not have a transcript of the hearing. That means: If the judge makes decisions you believe are incorrect, and you want another Court to look at whether the decisions were fair decisions, it will be very helpful to have a transcript. If you don't arrange for a court reporter to record the hearing, there will be no transcript.

If you want to arrange for a court reporter, the Clerk of District Court can provide you with contact information. Information is also available on the Wyoming Judicial Branch website at wyocourts.gov.

3. ☐ I plan to request a court reporter for this hearing. I understand that I must make these arrangements at least three working-days before the hearing.

OR

☐ I do not plan to request a court reporter for this hearing. I understand that means there will be no transcript.

Dated: _____, 20___

Signature:_____

Printed Current Name: _____

Email Address: _____

If you asked or will ask the Court to keep your contact information Confidential in this case, do not write your phone number or mailing address on this form.

Phone Number: _____

Mailing Address: _____

_____

Case Number _____

CERTIFICATE OF SERVICE

I certify that the original of this document was filed with the Clerk of District Court in _____ County, Wyoming.

I further certify that on _____, 20___, a true and accurate copy of this document was served as follows:

Name of the person who was served: _____

That person's relationship to this case: _____

That person was served in this way:

☐ Delivery by hand to: _____ (name)

☐ Fax to this number: _____

☐ Mail by United States Postal Service, postage pre-paid, to:

Name of that person or that person's attorney: _____

Address of that person or that person's attorney: _____

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)
_____)
Petitioner)
(current full name of adult asking for change)

Case Number_____

NOTICE OF HEARING ON NAME CHANGE

A hearing on Petitioner's Affidavit and Petition for Change of Name of an Adult is hereby set. The following is information about the hearing:

Date: _____, 20___

Time: _____ ☐ AM ☐ PM

Address: _____

Courtroom (Number or Letter): _____

Scheduled Length: _____ hours, _____ minutes

Other Information: _____

_____

The Wyoming Rules of Civil Procedure and the Wyoming Rules of Evidence must be followed in all name change hearings. You can read these Rules at your local library or on the Wyoming Judicial Branch website (wyocourts.gov).

DATED _____, 20___.

_____
District Judge or Clerk of Court or Designee

Copies to:

Petitioner or Attorney's Name and Address:

_____

_____

_____

Respondent or Attorney's Name and Address:

_____

_____

_____

Other

Role: _____

Name: _____

Address:

_____

_____

_____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)
_____)
Petitioner)
(current full name of adult asking for change)

Case Number_____

ORDER ON NAME CHANGE

This matter came before the Court on the Petitioner's Affidavit and Petition for Change of Name of an Adult, seeking to change the Petitioner's current name to:

_____

The Court, having considered the pleadings and being otherwise fully advised, finds:

1. ☐ The Petitioner was a bona fide resident of Wyoming for at least six months before the filing of the Petition.
2. ☐ Notice by publication in this matter was properly given in accordance with Wyoming Statute 1-25-103.

   OR

   ☐ Notice by publication is not required because an Order providing for confidentiality has been entered in this matter.
3. ☐ The change of name sought in the Petition is proper and will not be detrimental to the interests of any other person.
4. ☐ The Petitioner was born in the state of Wyoming.

5. ☐ If the Petitioner chooses to request a new birth certificate from Vital Statistics Services, the birth certificate should be amended or reissued as indicated below.
6. ☐ The change of name sought in the Petition is NOT proper because _____

_____

_____

7. ☐ Other: _____

_____

Therefore:

☐ The name change sought in the Petition is **GRANTED**.

The Petitioner's legal name is _____

If the Petitioner chooses to make the necessary request to Vital Statistics Services, the Petitioner's Wyoming birth certificate will be:

☐ Amended (to show both names).

☐ Reissued (to show only the new name).

☐ The name change sought in the Petition is **DENIED**.

SO ORDERED this _____ day of _____, 20___.

_____

DISTRICT COURT JUDGE

Case Number _____

CERTIFICATE OF SERVICE

I certify that the original of the document titled _____ was filed with the Clerk of District Court in _____ County, Wyoming.

I further certify that on _____, 20___, a true and accurate copy of the document was served as follows:

Name of the person who was served: _____

That person's relationship to this case: _____

That person was served in this way:

☐ Delivery by hand to: _____ (name)

☐ Fax to this number: _____

☐ Mail by United States Postal Service, postage pre-paid, to:

Name of that person or that person's attorney: _____

Address of that person or that person's attorney: _____

_____

_____

Signature: _____

Printed Name: _____

Date: _____, 20___

Wyoming Application for Correction

Wyoming Department of Health

health.wyo.gov

Complete in Ink and print clearly.

Mail to: Vital Statistics Services
2300 Capitol Avenue
Hathaway Building
Cheyenne, WY 82002
Ph: 307-777-7591

State Office Use Only

State File Number	Date Received	Date Completed

Required

Required Information must match current information on record.

Record Type: ☐ **Birth** ☐ **Death** ☐ **Marriage** ☐ **Divorce**

Name on Record: First Middle Last	**Date of Event:**	**Place of Event:** City or County
Mother/Parent Full Birth Name (Applicant for Marriage or Divorce) First Middle Last/Maiden	**Father/Parent Full Birth Name (Spouse for Marriage or Divorce)** First Middle Last/Maiden	

Return Mailing Address:
Post Office Box or Street Address City State Zip

Telephone Number: ( )	**Email Address:**

Use the section below for requesting any changes on the record. The record is incorrect or incomplete as follows: (Print Clearly)

The record Currently shows:	**The Correct information is:**

Signature of Eligible Party Requesting Correction:		**Signature of 2nd parent (if required)**	
Printed Name:	**Date**	**Printed Name:**	**Date**

Please see back of this document for Instructions, Eligiblity, and what may be used for evidence.

Correction Requested	**Fees per copy**	**# of Copies**	**Sub-Total Cost**
Completing a Delayed or Court ordered action; e.g., Court Ordered Paternities, Court Ordered Name Changes, or any other Court Ordered Change to a certificate. A certified copy of the certificate following the order is included in the fee.	$55.00		
Correction not involving Court Action	$20.00		
Replacement Certificate following Correction (Previously issued certificate(s) must be returned)	$15.00		
Certified Copy of Birth, Affidavit Acknowledging Paternity, Marriage, or Divorce Certificate following correction	$25.00		
First Certified Copy of Death Certificate following correction	$25.00		
Additional Certified copy of Death Certificate following correction	$20.00		
Total Fee Sent			

Attach a Photocopy of a Valid Government Issued ID Here.

(Driver's License, State ID Card, Passport, Tribal ID)
*If signature is located on the back, provide copies of both sides.

No staples please – clear tape is preferred.

Or
Provide Notary Information here.

Birth Certificates:

1. Only a parent named on the record, legal guardian (if the child is under 18 and with copy of court order proving guardianship), or the named individual (if 18 or older) may correct the birth certificate.
2. The proof must match the facts. For example, if you want the name to say Mary Ann Doe, the proof must show the name as Mary Ann Doe.
3. Documentary proof must be five or more years old or established within five years of birth.

Acceptable Evidence used to create an Affidavit of Correction

- Hospital Record – A photocopy of the hospital medical record of birth. The person in charge of Medical Records must certify that it is correct.
- Baptismal, Cradle Roll or other Church Record – A certificate issued at the time of the baptism, confirmation, or blessing. You must send the **original** record.
- Physician's Record – A photocopy of the record of the attending physician at birth may be used. This must be a photocopy of the actual record established at the time of birth, not a computer printout. The doctor must sign the record certifying that it is correct.
- School Records – A photocopy of the school record may be used if it shows all required information. An elementary school enrollment record is preferred. The copy must be certified, signed, and dated by the person in charge of the official school records.
- Social Security Administration Record – This report is issued by the Social Security Administration and may be used.
- Marriage Record or Application – A certified copy of the marriage license application or certificate may be accepted if it gives the information which is required. The application or certificate is filed in the county where the license was obtained. If registrant was married in Wyoming, please provide the names and dates.

Court Ordered Changes

A **certified** copy of the Court Order must be provided to our office and must state that the Vital Statistics Services office is to amend or create a new certificate. We must keep this document for our files. For questions regarding correcting a birth certificate, please contact the Birth Corrections clerk at 307-777-6041

Death Certificates

1. Only a Parent, Child, Spouse, Informant, Attorney Representing the Decedent or Estate, any Court Appointed Individual for the Decedent or the Funeral Home may correct the death certificate.
2. The proof must match the facts. For example, if you want the name to say Mary Ann Doe, the proof must show the name as Mary Ann Doe.

Acceptable Evidence used to create an Affidavit of Correction

- Certified copy of a Birth Certificate that shows the correct spelling of the name, date of birth, or place of birth.
- If correcting marital status, we will need a certified copy of the Marriage Certificate as well as evidence that shows no divorce has been filed.
- Social Security Administration Record – This report is issued by the Social Security Administration and may be used.
- Certified letter from the Doctor who signed the death certificate.

Court Ordered Changes

A **certified** copy of the Court Order must be provided to our office and must state that the Vital Statistics Services office is to amend or create a new certificate. We must keep this document for our files. For questions regarding correcting a death certificate, please contact the Death Corrections clerk at 307-777-6943

Marriage Certificates

1. Only the Applicant or the Spouse may request correction on the certificate or an Attorney representing either party.
2. The proof must match the facts. For example, if you want the name to say Mary Ann Doe, the proof must show the name as Mary Ann Doe.

Acceptable Evidence used to create an Affidavit of Correction

- Certified copy of a Birth Certificate that shows the correct spelling of the name, date of birth, or place of birth.
- Notarized statement from Officiant if correcting the date or place of marriage.

Court Ordered Changes

A **certified** copy of the Court Order must be provided to our office and must state that the Vital Statistics Services office is to amend or create a new certificate. We must keep this document for our files. For questions regarding correcting a marriage certificate, please contact the Marriage Corrections clerk at 307-777-6943

Divorce Certificates

1. Applicant must contact the Original Court that filed the Decree of Divorce and request a Correction(s) to the original Decree.

For questions regarding correcting a divorce certificate, please contact the Divorce Corrections clerk at 307-777-6943