

NAME CHANGE PROCEDURE FOR WAUSHARA COUNTY
(minor child both parents petitioning)

ELIGIBILITY

If the person whose name is to be changed is a minor under 14 years of age, the petition may be made by whichever of the following is applicable:

- (a) Both parents if living, or the survivor of them.
- (b) The guardian or person having legal custody of the minor, if both parents are dead or if the parental rights of both parents have been terminated by judicial proceedings.
- (c) The minor's mother, if the child is a nonmarital child who is not adopted or whose parents do not subsequently intermarry under s. 767.803 and if paternity of the minor has not been established.

DOCUMENTS REQUIRED

1. Petition for Change of Name
2. Order and Notice of Hearing
3. Order for Change of Name

All forms should be typed or printed legibly. The parents must sign the Petition for Change of Name in the presence of a Notary Public. The petition can be brought to the Clerk of Courts office to be notarized.

If you want copies for your own records, the clerk will charge .25 cents per copy.

FILING

Take all forms to the Clerk of Courts Office, Waushara Co. Courthouse 2nd floor Wautoma. **The filing fee is \$155.00.** The clerk will assign a case number, insert a date and time for the hearing (not less than four weeks in the future so that you will have time to publish the notice) and obtain the judge's signature on the Order and Notice for Hearing. The clerk will keep the original of the Order and Notice of Hearing for filing. You will need a copy for publishing.

PUBLICATION

State law (Ch. 786.37) requires publication of third class notice (i.e., printed once a week for three weeks) Take or send a copy of the Order and Notice of Hearing to The Waushara Argus. The Waushara Argus will send you a Proof of Publication. Bring it to the hearing, or file it with the clerk of courts office as soon as you receive it.

HEARING

Arrive on time for the hearing. The judge will ask you for the Proof of Publication, if it was not previously filed. You will be placed under oath and questioned about the information on the petition. If the petition is granted, the judge will sign the Order for Change of Name.

CERTIFIED COPIES OF COURT ORDER

You will need certified copies of the Order for Change of Name, the cost for each certified copy is \$6.25.

You must take one certified copy to the Register of Deeds Office, and ask them to record it. You will have to pay the Register of Deeds a recording fee.

VITAL RECORDS FORM DPH 5021

To change the birth certificate if born in Wisconsin, you must complete form DPH 5021. The clerk will mail it to Vital Records, you will be responsible for the fee. Make check payable to Wisconsin Vital Records. Vital record fees are listed on Form DPH 5021.

If you were born or married outside of Wisconsin: You will need to write to the other state's "vital records office" and ask what it is that they require to change your birth/marriage certificates. The clerk can help you find an address for an out of state vital records office.