

INSTRUCTIONS FOR FILING A PETITION FOR FAMILY NAME CHANGE

Effective October 1, 2009, fingerprinting requirements have changed. The Supreme Court has not yet modified these instructions. Please ask the Clerk for local instructions.

This packet is to be used when trying to have your name and the names of other immediate family members changed. A filing fee of \$401.00 is payable to the Brevard County Clerk of Courts by cash, check, cashier's check, money order, debit card, American Express, Discover, Master Card or Visa.

Procedure:

1. Complete ALL forms in the packet. *Do not leave anything blank.* All forms in this packet apply and need to be completed. (Both parents of a minor child must consent to changing the name of a child under the age of 18.)
2. Once the forms are completed and notarized, make yourself a copy of each form.
3. File ALL originals with the Clerk of Court, along with your filing fee. You may submit the paperwork and filing fee either by U.S. Mail to P. O. Box 219, Titusville, FL 32781-0219 or by visiting one of the Clerk of Courts locations.

NORTH BREVARD SERVICE COMPLEX
400 South Street, 2nd Floor
Titusville, Florida

MELBOURNE COURTHOUSE
51 S. Nieman Avenue
Melbourne, Florida

MOORE JUSTICE CENTER
Viera Complex
2825 Judge Fran Jamieson Way
Viera, Florida

MERRITT ISLAND OFFICE
2575 North Courtenay Parkway
Room 129
Merritt Island, FL

PALM BAY OFFICE
450 Cogan Drive S. E.
Palm Bay, FL

4. The Judge assigned to your case will be reflected on your filing fee receipt or you may contact the Clerk of Court to find out the judge assigned to your case.
5. Contact the assigned judge's office and set your hearing for a family name change.
6. Attend the hearing.

If you would like to have someone notarize or look over the completed forms before you file them, contact the Family Pro Se Coordinator at 321-617-7254 or email prosecoordinator@brevardclerk.us to set an appointment.