

EMPIRE STATE LEGAL FORMS INC. MINNESOTA ADULT NAME CHANGE PACKAGE

Please read this entire guide before you go any further. If you have further questions you may need to consult with an attorney before going further. These instructions and forms are not intended to serve as a substitute for the advice and guidance of an attorney. Where possible, we have incorporated official forms and/or language provided directly by the courts in order to assure that the forms provided are current.

SUMMARY OF PROCEDURES/LAWS FOR NAME CHANGES IN MINNESOTA:

Documents/Basic Information Required for Filing an Adult Name Change Application:

The Basics:

- 1) You must file in the county where you live.
- 2) You must have lived within the State of Minnesota at least six months.
- 3) Pay the civil filing fee and certified copy fee or proceed in forma pauperis. ([Fee Schedule](#))
- 4) At the hearing you must bring two adult witnesses who have known you for one year or longer. Your witnesses may be relatives. If you are married, one of your witnesses should be your spouse.
- 5) If you own your home or other real estate, you need to have the legal description when you file your documents.

WHAT A PERSON WITH A FELONY CONVICTION MUST DO TO FILE FOR A CHANGE OF NAME HEARING (Minnesota Statute 259.13)

In addition to the above, you must serve a notice of your Application for Name Change on the prosecuting authority responsible for your felony prior to filing your application with the court. If your felony is from another state or a federal charge, you must **also** serve the Minnesota Attorney General (Michael Hatch, Attorney General 102 State Capitol, St. Paul MN 55155). If you have more than one felony, all prosecuting authorities and/or the Attorney General must be served. The service can be done in person or by mail. Proof of service must accompany your Application for Name Change when you file with the court.

Note: Any record information placed in name change file will be accessible to the public.

Ask the clerk for the notice that is to be sent out and the proof of service forms.

You will need to prove to the Court by clear and convincing evidence that your application for name change is not based on the intent to defraud, is made in good faith, will not cause injury to a person and will not compromise public safety. Absent this evidence, your name change will not be granted.

For convictions in Hennepin County:

Hennepin County Attorney's Office
C-2100 Government Center
300 South Sixth Street
Mpls., MN 55487

For convictions in Ramsey County:

Director, Prosecution Division
Ramsey County Attorney's Office
50 West Kellogg Blvd., Suite 315
St. Paul, MN 55102

Birth Certificates:

If the intent of the application for name change is to change the birth record, you must indicate this change specifically on the order.

FORMS THAT ARE REQUIRED TO OPEN A CHANGE OF NAME