

INSTRUCTIONS FOR FILING FOR A CHANGE OF NAME (MINOR)

These are standard instructions are for informational purposes only and do not constitute legal advice about your case. If you choose to represent yourself, you are bound by the same rules and procedures as an attorney.

The filing fee is \$40.00 BUT THERE MAY BE ADDITIONAL FEES THAT YOU WILL BE REQUIRED TO PAY.

****PLEASE NOTE: You should also expect to pay the following additional expenses:**

This information is being provided for planning purposes, all fees are subject to change by the agencies listed below. You will be responsible to pay any fees directly to the individual agency.

Fingerprint based criminal history (if fourteen years old or older)

→Towaoc Residents

Montezuma Sheriff's Office: \$10.00

Federal Bureau of Investigations: \$18.00

Colorado Bureau of Investigations: \$16.50

OR

→White Mesa Residents

San Juan Sheriff's Office: \$15.00

Federal Bureau of Invesitgations: \$18.00

Utah Bureau of Criminal Identification: \$15.00

Personal service upon the non-custodial parent(s)

These fees can range depending on the process server and attempts required. Expect approximately \$50.00

Publication of your desired name change:

→Towaoc Residents

Cortez Journal (subsidiary of the Durango Herald): \$125.00

OR

→White Mesa Residents

San Juan Record: \$0.60 per line (after formatted by newspaper) for each publication

HOW TO FILE YOUR CASE

Step 1: If the child is fourteen years of age or older, complete the required fingerprint-based criminal history check

Obtain your fingerprints from your local Sheriff's Office (or local law-enforcement office)

Law Enforcement will provide you with the finger print cards (you need 2).

Towaoc Residents

→You are required submit your fingerprints to the Colorado Bureau of Investigations (CBI) and the Federal Bureau of Investigations (FBI)

→You are responsible for mailing or hand-delivering the completed fingerprint cards to the CBI and the FBI.

→The FBI requires an applicant information form to be submitted along with the fingerprint card. This form, along with additional information on FBI requests, can be obtained at the following link: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

→Mail the completed fingerprint card and applicant information form to the FBI at, Criminal Justice Information Services (CJIS) Division, Attn: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306 along with a certified check or money order. Do not fold the fingerprint card. You can also contact customer service at 304-625-5590.

→Mail your completed CBI fingerprint card to the CBI at 690 Kipling, Denver, Colorado 80215 along with a money order. Do not fold the fingerprint card. You can also contact CBI at 303-239-4208 or <https://www.colorado.gov/pacific/cbi/fees-and-forms>.

White Mesa Residents

- You are required to submit your fingerprints to the Utah Department of Public Safety - Bureau of Criminal Identification (BCI) and the FBI.
- You are responsible for mailing or hand-delivering the completed fingerprint cards to the BCI and the FBI.
- The FBI requires an applicant information form to be submitted along with the fingerprint card. This form, along with additional information on FBI requests, can be obtained at the following link: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>
- Mail the completed fingerprint card and applicant information form to the FBI at, Criminal Justice Information Services (CJIS) Division, Attn: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306 along with a certified check or money order. Do not fold the fingerprint card. You can also contact customer service at 304-625-5590.
- The BCI requires an applicant information form to be submitted along with the fingerprint card. This form, along with additional information on BCI requests, can be obtained at the following link: <https://bci.utah.gov/criminal-records/obtain-a-copy-of-your-own-criminal-history-record/>
- Mail your completed BCI fingerprint card and application to the BCI at 3888 West 5400 South, Taylorsville, Utah 84129 along with a payment. Do not fold the fingerprint card. You can also contact CBI at 801-965-4445.

****Important:** Your criminal history checks should be completed within 90 days of filing the Petition. You should verify the length of time it will take the bureau of investigations to complete the background checks. The FBI will take longer to return the background checks than the state bureaus. You should mail the FBI fingerprints earlier so that you get both checks back about the same time.

Step 2: Complete Petition for a Change of Name (Minor)

Step 3: You are Ready to File your Case with the Court.

Provide the Court with the Petition and (if fourteen years of age or older) FBI and CBI or FBI and BCI fingerprint-based criminal history record check. **Make sure that the fingerprint-based criminal history record checks are conducted within 90 days prior to the filing of the Petition.**

Step 4: Provide notice to the non-custodial parent(s)

After the court reviews your Petition, you will be provided with a notice to the non-custodial parent(s) and instructions for personal service. You will also be provided with a blank consent form. If the non-custodial parent is in agreement with the name change, he or she can waive personal service and complete the consent form (sign it in front of a notary public or the court clerk) and file with the court.

Step 5: Court Hearing

If the noncustodial parent does not consent to the name change, a hearing will be scheduled after personal service is completed.

Step 6: Publish proposed name change

If the court approves the name change or consent of the noncustodial parent is filed, you will receive an order for publication from the Court. The change of name must be published at least three times within 21 days from the date of the publication order in a newspaper; *unless you are excused from publication because you are the victim of a crime of domestic violence, victim of child abuse.*

COURT HEARING

Once you submit proof of publication to the Court a final hearing will be scheduled. The court will issue a final decree of name change at the hearing.

THE UNITED STATES OF AMERICA
IN THE COURT OF INDIAN OFFENSES
IN INDIAN COUNTRY (Colorado)
UTE MOUNTAIN UTE AGENCY

In the Name Change of:

Case Number: _____

PETITION FOR CHANGE OF NAME

(MINOR) Current name
DOB: _____

Petitioner(s)

Non-custodial parent(s)

COMES NOW, the Petitioner, upon his/her verified complaint and petitions the Court that he/she be granted a change of name and, as grounds therefore, states as follows:

1. The child's current full name is

First Middle Last

I wish to change the child's name to

First Middle Last

2. The child's date of birth is _____.

3. The child resides within the exterior boundaries of the Ute Mountain Ute Reservation and reside at:

Current Mailing Address: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____ Home Phone #: _____

Length at current residence: _____

Email Address: _____ Cell Phone #: _____

4. The reason(s) for the requested change of name are:

5. The child is fourteen years or older and has not been convicted of a felony or adjudicated a juvenile delinquent for an offense that would constitute a felony if committed by an adult in any state or under federal law. The child's certified, fingerprint-based criminal history record check from the FBI is attached as Exhibit A and the child's certified, fingerprint-based criminal history

record check from the CBI or BCI is attached as Exhibit B. Both are dated within 90 days of the filing of this Petition.

The child is under the age of fourteen years.

6. The proposed name change will not be detrimental to any person and is in the best interest of the minor child.

7. The child is is not subject to a child support, custody or parenting time action. If yes, please provide case name, number court and type of action: _____

8. I request that the court issue an order for publication of my requested change of name; **OR**

I am excused from publication for the following reasons _____

WHEREFORE, the Petitioner prays that the court issue an order granting his/her change of name request.

VERIFICATION AND ACKNOWLEDGEMENT

I swear/affirm under oath that I have read the foregoing document and that the information provided set forth therein is true and correct to the best of my knowledge and belief.

RESPECTFULLY SUBMITTED this _____ day of _____ 20 _____

Petitioner

Address

Telephone Number

Witnessed: _____

Court Clerk or Notary Public

Subscribed and affirmed, or sworn to before me

by _____

in the County of _____,

State of _____, this _____

day of _____, 20 _____.

My Commission Expires: _____

CERTIFICATE OF SERVICE

I certify that on _____ (date) a true and accurate copy of this **PETITION FOR NAME CHANGE** was served on the other party by:

Hand Delivery Date: _____ Time: _____ Process Server: _____

E-filed

Faxed to this number (_____) _____ or

by placing it in the United States mail, postage pre-paid, and addressed to the following:

To: _____

Signature