

Adult Name Change

Step 1 – SLED Background Check and Sex Offender Registry Check

You must be fingerprinted at your local law enforcement agency. There may be a charge for this service, and you will then be given a fingerprint card. Mail the SLED Criminal Records Check Form, fingerprint card, **\$25.00** (business check, certified check, cashier's check, or money order only), and a self-addressed postage paid envelope to the South Carolina Law Enforcement Division (SLED) at the following address:

South Carolina Law Enforcement Division
P.O. Box 21398
Columbia, South Carolina 29221
ATTN: Records

The results will be mailed to you, and you must include these when you file.

Step 2 – Department of Social Services (DSS) Consent Form

Complete the SCDSS Consent to Release Information. **You must sign this form in front of a witness or notary public.** You can often find a notary at your bank or an attorney's office. This form authorizes DSS to conduct a search of your name in the Child Abuse and Neglect Central Registry and release any results they find. Mail this form and a check or money order for **\$8.00** to the following address:

South Carolina Department of Social Services
ATTN: Cashier
P.O. Box 1520
Columbia, South Carolina 29202-1520

The results will be mailed back to you, and you must include these when you file.

Step 3 – Complete Court Forms

Complete the Family Court Cover Sheet, Petition for Name Change, Affidavit, and the Request for Hearing Form. **You must sign the affidavit in front of a notary public.** Obtain a copy of your original birth certificate from the SC Dept. of Health and Environmental Control at 220 McGee Rd. if you do not already have one.

Step 4 – File Petition

File **all original documents plus one additional copy** of the results from SLED and DSS, the pleadings from Step 3, a copy of your birth certificate and the **\$150.00 filing fee** with the Family Court in person at 100 S. Main St., or by mail with a self-addressed, stamped envelope for the return of your copies to the following address:

ATTN: Anderson County Family Court
P.O. Box 8002
Anderson, SC 29622

The filing fee is accepted in cash only in the office, or with bank/postal money order only made payable to Anderson County Family Court if mailed. Your copy will be certified and returned to you after filing.

Step 5 – Scheduling

A hearing will be scheduled and the Notice of Hearing will be mailed to you at the address used to file. Notify the Family Court immediately of any change of address. **The scheduling process may take several weeks.**

Step 6 – Attend Hearing

You must appear before the judge at the scheduled hearing date and time. Arrive at the courthouse at least ten (10) minutes prior to your scheduled time. Make sure to take the copies of your documents and the blank Order with you to court.

Dress appropriately for court. Casual clothing such as sweat clothes, tank tops, shorts, and similar summer beach wear is not appropriate for the courtroom. Remove hats when entering the courtroom, unless they are required for a medical condition. Cell phones and other recording devices are prohibited in the courtroom. Children are not allowed into the courtroom so make arrangements for a responsible adult to watch your children while you are in court.

Provide the blank Order to the judge. He or she will ask questions about your case. Answer fully and honestly. If the judge deems the name change lawful and appropriate, he or she will sign a Name Change Order which will then be filed with the Clerk of Court's Office.

Step 7 – Report Name Change

After the Order has been filed, you may request certified copies of the Order so you can update your name with the necessary agencies and on the appropriate legal documents. Copies of orders are **\$0.50 per page** (cash only in office). You should first notify the Social Security Administration to obtain a new Social Security Card. You are **required by law** to notify the SC Department of Motor Vehicles within 10 days of any change of name or address. You should also report a name change to any financial institutions, employers, insurance companies, healthcare providers, utility companies, etc. as needed.

STATE OF SOUTH CAROLINA)

IN THE FAMILY COURT
____ JUDICIAL CIRCUIT

COUNTY OF _____)

Plaintiff,)**FAMILY COURT COVERSHEET**

VS.)

Defendant.)

Docket No. _____

NOTE: The coversheet and information contained herein neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for docketing purposes for the Clerk of Court and must be signed and dated, and filled out completely. A copy of this coversheet must be served on the defendant(s) along with the Summons and Complaint.

Submitted by: _____

SC Bar # _____

Address: _____

Telephone # _____

Fax # _____

Email: _____

Other: _____

DOCKETING INFORMATION

- ☐ This case is subject to MEDIATION pursuant to the Family Court Alternative Dispute Resolution Rules.
☐ This case is exempt from ADR (certificate attached).

Nature of Action Codes
(Check One)

Marital Dissolution

- ☐ Divorce (110)
☐ Annulment (120)
☐ Separate Support and Maintenance (130)
☐ Registration of Foreign Divorce Decree – without support/custody (190)
☐ Registration of Foreign Divorce Decree – with support/custody (191)
☐ Marital Dissolution – Other (199) _____

Abuse and Neglect

- ☐ Abuse and Neglect – Child (210)
☐ Abuse and Neglect – Adult (220)
☐ Abuse and Neglect – Other (299) _____

Juvenile Delinquency

- ☐ Truancy (311)
☐ Incurable (312)
☐ Runaway (313)
☐ Criminal Offense – Drug (315)
☐ Criminal Offense – Against a Person (316)
☐ Criminal Offense – Property (317)
☐ Criminal Offense – Public Order (318)
☐ Criminal Offense – Other (320)
☐ Juvenile Delinquency – Other (399) _____

Protection from Domestic Abuse

- ☐ Domestic Abuse – Intimate Partner (410)
☐ Domestic Abuse – Minor (420)
☐ Registration of Foreign Order of Protection (490)
☐ Domestic Abuse – Other (499) _____

Support

- ☐ Child Support – Private (501)
☐ Child Support – Administrative Process (502)
☐ Child Support – Judicial Process (503)
☐ Registration of Foreign Order of Support (504)
☐ UIFSA – Outgoing (505)
☐ UIFSA – Incoming (506)
☐ Modification of Child Support – Private (507)
☐ Modification of Child Support – DSS (508)
☐ Modification of Alimony (525)
☐ College Expenses (530)
☐ Support – Other (599) _____

Custody/Visitation

- ☐ Child Custody/Visitation (610)
☐ Modification of Custody/Visitation (615)
☐ Temporary Custody – Nonparent (616)
☐ Registration of Foreign Child Custody Order (690)
☐ Visitation Involvement Parenting (VIP) (DSS only) (691)
☐ Custody/Visitation – Other (699) _____

Miscellaneous Actions

- ☐ Name Change (710)
☐ Correction/Birth Record (720)
☐ Judicial Bypass (730)
☐ Adoption (740)
☐ Foreign Adoption (741)
☐ Post Dissolution Equitable Distribution (750)
☐ Paternity – Private (761)
☐ Paternity – DSS (762)
☐ Termination of Parental Rights – Private (771)
☐ Termination of Parental Rights – DSS (772)
☐ Miscellaneous Actions – Others (799) _____

Submitting Party Signature: _____ Date: _____

Custodial Parent (if applicable): _____

Note: Frivolous civil proceedings are subject to sanctions pursuant to Rule 11, SCRCP, and the South Carolina Frivolous Civil Proceedings Sanctions Act, S.C. Code Ann. §§ 15-36-10 et seq.

Effective January 1, 2016, family court actions in all counties are subject to mediation. Under the provisions of the Supreme Court's Rules for Alternative Dispute Resolution (ADR), mediation is defined as an informal process in which a third-party mediator facilitates settlement discussions between parties. Any settlement is voluntary. In the absence of settlement, the parties lose none of their rights to trial.

Also under the ADR Rules, the parties may agree on a mediator or the Clerk of Court will appoint a mediator from the certified list. If the Clerk appoints a mediator from the list, the mediator will be certified by the Board of Arbitrator and Mediator Certification and may be either a lawyer, a licensed mental health professional or any other individual meeting the certification requirements.

Whether or not the mediator is a lawyer, if appointed by the court, the charge per hour is set at a specified amount under the provisions of ADR Rule 9. Parties are responsible for payment of the mediator as set out in ADR Rule 9.

SUPREME COURT RULES REQUIRE MEDIATION OF ALL CONTESTED DOMESTIC RELATIONS ACTIONS. IF THE DOCKETING INFORMATION ON PAGE 1 OF THIS COVERSHEET INDICATES THAT THIS CASE IS SUBJECT TO **MEDIATION** YOU ARE NOTIFIED THAT MEDIATED SETTLEMENT CONFERENCES ARE REQUIRED IN THIS CASE, AND THAT THE COURT-ANNEXED ADR RULES SHALL APPLY TO ALL CASES IN WHICH MEDIATION IS REQUIRED. FOR ADDITIONAL INFORMATION CONCERNING THE PROCESS AND TIME FRAMES, PLEASE CONSULT THE ADR RULES. KEY SECTIONS OF THE RULES ARE IDENTIFIED BELOW.

CONTESTED ACTIONS INVOLVING CUSTODY AND VISITATION

Rule 3	Actions Subject to ADR
Rule 4(d)(1)(3)(4) &(5)	Appointment of Mediator by Family Court
Rule 5(g)	Scheduling in Family Court
Rule 6(g)	Agreement in Family Court
Rule 7(f)	Reporting Results of Conference
Rule 9	Compensation of Neutral

ALL OTHER CONTESTED ACTIONS

Rule 3	Actions Subject to ADR
Rule 4(d)(2)(3)(4) &(5)	Appointment of Mediator by Family Court
Rule 5(g)	Scheduling in Family Court
Rule 6(g)	Agreement in Family Court
Rule 7(f)	Reporting Results of Conference
Rule 9	Compensation of Neutral

Indigent Cases: Where a mediator has been appointed, a party may move before the Chief Judge for Administrative Purposes to be exempted from payment of neutral fees and expenses based upon indigency. Applications for indigency shall be filed no later than ten (10) days after the ADR conference has been concluded. Determination of indigency shall be in the sole discretion of the Chief Judge for Administrative Purposes.

Please Note: Attendance at mediated settlement conferences is mandatory. You must comply with the Supreme Court rules regarding court-ordered mediation. Failure to do so may affect your case and may result in sanctions.

Note: Frivolous civil proceedings are subject to sanctions pursuant to Rule 11, SCRPC, and the South Carolina Frivolous Civil Proceedings Sanctions Act, S.C. Code Ann. §§ 15-36-10 et seq.

STATE OF SOUTH CAROLINA)
COUNTY OF ANDERSON)

IN THE FAMILY COURT
TENTH JUDICIAL CIRCUIT

_____,)
Petitioner,)

PETITION FOR CHANGE OF NAME

IN RE: Change of Name)

_____ -DR-04- _____

TO: _____)

The Petitioner would respectfully show unto the Court:

1. Petitioner is a resident of _____ County, State of _____.
2. Petitioner is _____ years of age.
3. Petitioner was born in _____, on _____.
4. The name on Petitioner's birth certificate is _____;
a copy of Petitioner's birth certificate is attached hereto.
5. Petitioner wishes to change his/her name to _____.
6. Petitioner has attached hereto the results of a criminal background check and a screening statement from SLED indicating that he or she ☐ IS / ☐ IS NOT listed on the division's sex offender registry.
7. Petitioner has attached hereto a screening statement from SCDSS indicating that he or she ☐ IS / ☐ IS NOT listed on the department's Central Registry of Child Abuse and Neglect.
8. Petitioner has attached hereto an affidavit stating that he or she ☐ IS / ☐ IS NOT under any court order to pay ☐ child support and / or ☐ alimony.
9. Petitioner does not seek to change his/her name for any fraudulent, illegal or improper purpose.
10. Petitioner understands and acknowledges that any person who knowingly and willfully changes his or her name for the purpose of defrauding creditors and/or avoiding legal prosecution is subject to criminal punishment as provided by law.

WHEREFORE, the Petitioner prays:

- A. For an order from this Court legally changing Petitioner's name to _____;
- B. For an order from this Court entitling Petitioner to the issuance of an amended birth certificate reflecting the name of _____;
- C. For such other and further relief as this Court deems just and equitable.

Respectfully Submitted,

Signature of Petitioner

Date: _____, _____

Anderson, SC

STATE OF SOUTH CAROLINA)
COUNTY OF ANDERSON)

IN THE FAMILY COURT
TENTH JUDICIAL CIRCUIT

_____,)
Petitioner,)

AFFIDAVIT

IN RE: Change of Name)

_____-DR-04-_____

TO: _____)
_____)

Personally appeared before me, _____, who being duly sworn, states that:

I, _____, ☐ am / ☐ am not ordered to pay ☐ child support
and / or ☐ alimony in the name of _____ or _____.

☐ I have used the name(s) _____ and
_____, but I have never been arrested or convicted of a crime.

OR

☐ I have been arrested and / or convicted of a crime under the following name(s):
_____ and _____.

Further, I am not making this request to avoid any creditors. I am not attempting to evade service
of process and / or avoid legal prosecution for any reason.

I understand that any person who knowingly and willfully falsifies this affidavit is subject to
criminal punishment as provided by law.

Signature of Affiant

Sworn to and subscribed before me this
_____ day of _____, 20____.

Notary Public for South Carolina

My commission expires: _____

IN THE FAMILY COURT
JUDICIAL CIRCUIT

REQUEST FOR HEARING

VS.

Defendant.)

Docket No. _____

SCCA 410 (12/2009)

STATE OF SOUTH CAROLINA
COUNTY OF ANDERSON

IN THE FAMILY COURT
TENTH JUDICIAL CIRCUIT

_____,
Petitioner,

ORDER FOR CHANGE OF NAME

IN RE: Change of Name

_____-DR-04-_____

TO: _____

IT APPEARS to the satisfaction of the Family Court from the application in the matter named above that: (1) the party is entitled and not in any way disqualified to have his/her name changed, and (2) that the provisions of Sections 15-49-10, 14-21-1060, and 14-21-415, Code of Laws of South Carolina, 1976, as amended, have been complied with, and (3) that the following good and sufficient reason(s) exist(s) for the change of name

FROM:

TO:

IT FURTHER APPEARS that the following information appears on the birth certificate of the party whose name is to be changed:

Full Name at Birth: _____

Date of Birth: _____

Birthplace: _____

Full Name of Father: _____

Full Maiden Name of Mother: _____

IT IS ORDERED, ADJUDGED AND DECREED that the name of the petitioner be changed from _____ to _____ and that the South Carolina Department of Vital Records shall issue an amended birth certificate for the petitioner reflecting the name of _____.

☐ The Clerk of Court shall serve a copy of this Order on the following agencies:

☐ SLED / ☐ SCDSS / ☐ _____

It is further ordered that _____.

Presiding Family Court Judge
Tenth Judicial Circuit

_____,
Anderson, SC