

# Service Center

## New Hampshire Circuit Court

### NAME CHANGE - ADULT

#### Items listed below are needed to start this type case:

- Petition for Change of Name form (NHJB-2175-P)  
*Please note on the second page you must write the entire new name that you are requesting (first, middle and last name). Spell out each name entirely.*
- Copy of Driver's License, Birth Certificate or Passport must be filed.

#### Other items that may be needed:

- If you have an out of state license at the time of filing, you may need to file proof of New Hampshire residence.

#### How much will this cost?

- Filing fee of **\$110.00**

#### What happens next?

- The person requesting the name change will receive a Notice of Hearing in the mail. This notice will inform you of the day and time of the court hearing.
- If the Court approves the name change, you will receive a Certificate of Change of Name the day of the hearing.
- If you need extra copies of the Certificate of Change of Name, you can request them at the Probate Court for an additional fee.
- Please refer to the reverse side to find more information for persons obtaining a name change.**

**Forms and Instructions are available at any NH Circuit Court – Probate Division  
or at**

**[www.courts.state.nh.us/probate](http://www.courts.state.nh.us/probate)**

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## New Hampshire Circuit Court

### INFORMATION FOR PERSONS OBTAINING A NAME CHANGE

If a petition for name change is granted, the person whose name has changed should be aware of the following:

1. If you hold a New Hampshire driver's license, you must notify the New Hampshire Department of Motor Vehicles of the name change within thirty (30) days of the date of the decree changing your name, as required by RSA 263:9.
2. You should continuously use your new name so that there will be no confusion as to your name or identity among the public or within the community of which you are a part.
3. You will remain obligated and duty-bound to complete and perform all contractual obligations assumed under your old name whether those obligations are financial or personal in nature.
4. You must provide a certified copy of the name change order to the clerk in the city or town where you were born in order to obtain an amended birth certificate. Contact the appropriate NH town or city clerks office for hours and applicable fee.

OR you may contact the Division of Vital Records Administration (*DVRA*), for hours and applicable fee. They are located at 71 South Fruit Street, Concord, NH 03301, (603) 271-4650. The Vital Records website is: <http://www.sos.nh.gov/vitalrecords>

For NH residents who were born out of state, the website for all vital record agencies located in the United States is: <http://www.vitalrec.com/usmap.html> Contact the state agency directly for information.

5. You are also under an obligation to change any other records identifying you by your old name. It is your responsibility to notify any and all parties or organizations in custody or in possession of such records of your name change so that any rights or benefits pertaining to such records will not be impaired or lost.

Examples of records for which notification might be appropriate:

- Passport
- Social Security
- Internal Revenue Service and other taxing authorities
- Insurance Policies and Retirement Plans
- Financial records such as bank accounts, credit cards, stocks, bonds and other securities
- Medical records
- Employer personnel records
- School records
- Voter registration
- State government records such as operating licenses, motor vehicle registrations and any on-going court cases